Heyford Park Parish Council

Minutes of the Meeting of the Parish Council, held in the Community Centre on Wednesday 20th November 2024 at 7.15pm

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

98/24	**Receipt and Approval of Apologies for Absence:** Apologies were received and noted from Cllr Coggins and Cllr Tanner.
99/24	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** No Cllrs declared any interests or dispensations at this meeting. There had been no new dispensation requests since the last meeting, and no use of delegated powers.
100/24	**Minutes:** Cllr Mullineux proposed that the minutes of the parish council meeting that was held on 16th October 2024 be approved as a true record. Cllr Moss 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.
101/24	**Public Participation**: The resident at the meeting asked whether a grit bin could be installed on the quadrangle between 160 and 152 Camp Road. Dorchester Living (DL) manage the provision of grit bins in Heyford Park. The DL representative at the meeting noted the request. The resident raised concerns about the lack of GP provision at Heyford Park. He spoke about the situation in Woodstock, noting that the local member of parliament (MP) had been approached for help. The PC Chairperson summarised the current problems with the pharmacy. He noted that two GPs are meant to visit and serve the community two days a week, but this is not happening. None of the local GP practices are currently taking on any more patients. DL has the outline planning consent to provide the required infrastructure in place, but the Integrated Care Board (ICB) is responsible for finding the doctors to staff the facility. It was thought that the ICB require a settlement of 8,000 people before they will consider an area to be big enough to need its own GP's. This has implications for Heyford Park. Cllr Simpson will speak to Dan Leveson, a senior Director of the Oxon, Bucks and Berks ICB, to find out what the county strategy is, noting that there must be some sort of plan envisaged for Heyford Park. The resident was advised to write to the Calum Miller MP, and also consider writing to Layla Moran MP who is already taking up the issue of a lack of GP provision. Cllr Conway-Murray also offered to contact these two MPs to see if anything can be done.
102/24	**County and District Councillor Reports:** County Cllr Corkin was not at the meeting and no report had been received. District Cllr Conway-Murray reported that the draft Local Plan was considered by the CDC Overviewing Scrutiny Committee on 12/11/2024. There will be a second meeting on 26th November to review key documents. The draft Local Plan will be put before the Executive on 2nd December. It will then go out for a period of public consultation. It was noted that in the draft Local Plan it is proposed that 911 new houses be built each year, mainly around Bicester and Banbury with a small allocation around Woodstock and Bletchingdon. 500 houses may also be built across the villages, but no additional developments are envisaged at Heyford Park (in addition to what has already been agreed) for the period 2026-42. The District Cllrs were asked to confirm the reasons for this omission. Discussions at a recent OCC transport meeting concentrated on Middleton Stoney and Ardley. The PC Chairperson raised concerns about the proposed site entry to the David Wilson homes development within Heyford Park, as it would be straight off Camp Road. This was considered to be potentially dangerous, so Cllr Simpson agreed to monitor the situation. There was no update available about the proposed Rousham Bridge weight limit as OCC are still collecting traffic data in the Windrush Valley and at Henley. It was noted that OCC currently hold £287m of s106 contributions. Cllr Simpson explained that four different IT systems are involved which makes managing the funds difficult, and the wording of some of the S106 agreements is very rigid. Efforts need to be made to see if any flexibility can be achieved as money is needed to deliver schools, play areas etc.

	The District Cllrs were notified about problems with the buses used on the 25 bus service. Buses had broken down at least four times, there had been problems with tyres twice, the door of a bus had fallen off once, and one of the buses had hit a car on the Middleton Stoney/Heyford Park Road.
103/24	**Heyford Park Parish Council Co-option Procedure:** The Chairperson thanked Cllr Moss for producing the draft Heyford Park Parish Council co-option process and application form. This had been shared with Cllr Mullineux for comment, and then circulated to all Cllrs. Cllr Cook proposed that the words' drawing lots' at the end of the first sentence in section of 7.1 be deleted and replaced by the words 'the Chairperson'. Cllrs agreed to this amendment. Cllr Harris proposed that the Heyford Park Parish Council Co-option process and application form be adopted, subject to the amendment proposed by the Chairperson being made. Cllr Cook seconded this motion, and it was **RESOLVED** (unanimous) by the council. **Action:** The Clerk will action the amendment, and then make the process and application form available on the council's web site.
104/24	**Grievance and Disciplinary Policy, and Sexual and General Harassment Policy and Procedure:** Cllr Mullineux reported that she had met with Cllrs Coggins and Tanner to review the model Grievance and Disciplinary policies from NALC, SLCC and OALC previously circulated by the Clerk. A model Sexual and General Harassment Policy and Procedure, received from OALC and circulated by the Clerk, is also being reviewed by this group of Cllrs. Cllr Mullineux said that the Cllrs would like to work around the model policies, but also talk to a HR specialist lawyer to check that any preferred policy is legal. The Cllrs would like a budget allocation of £1,500 to pay for this legal advice, noting that they already had several specialists in mind. **Action agreed:** Cllrs Mullineux, Coggins, and Tanner will obtain three written quotes for HR specialist support to review and advise about the model policies, and circulate these for consideration by the Council.
105/24	**Sexual and General Harassment Policy & Procedure:** A progress update about this policy was included at minute 104/24 above.
106/24	**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. Cllr Harris proposed, Cllr Moss seconded the motion, and the council **RESOLVED** (unanimous) to note the payments totalling £2,326.84 that had been made since the last meeting and approve payments totalling £1,364.54 at this meeting. **(iii) Local Government Services Pay Agreement:** The Local Government Services Pay Agreement for 2024-25 has been settled and was noted by Cllrs. The pay increase was backdated to 01/04/2024. **(iv) Investments:** Three Cllrs have now sent the information required to open new accounts to the Clerk. One of the five Cllrs envisaged to be signatories on any new accounts no longer wants to be a signatory. The Council decided that Cllrs Cook, Mullineux and Moss would be the revised pool of signatories for any new bank accounts, building society or other accounts that are opened. Such accounts will operate in the same way as the existing Unity Trust Bank account. **(v) Budget 2025-26:** The first draft budget for 2025-26 had previously been circulated by the Clerk and was discussed by the Council. The council decided to increase the budget for 'office equipment' by £2,000 and reduce the budget for 'other equipment' by £2,000. **Action:** The Clerk will revise the draft budget as agreed by council, and it will be brought back for formal approval at the December meeting. **(viii) Any other urgent Financial Matters:** Cllr Cook noted that if any Neighbourhood Plan grants are received these will be ring fenced for that purpose within the Parish Council accounts.
107/24	**Defibrillator:** It was noted that: (i) The Parish Councils application for a part grant funded defibrillator was successful. (ii) The defibrillator has been delivered. (iii) The owner of Heyford Leys is happy to have a mains powered, wall mounted defibrillator mounted on the wall of the office.

	(iv) The council **RESOLVED** to authorise the Chairperson and Clerk delegated authority to spend up to £350 on engaging an electrician to install the defibrillator on site. **Actions:** 1. Chairperson/Clerk to engage a local electrician to install the new defibrillator on the office at Heyford Leys. <u>Post-installation:</u> 2. The Chairperson will register the installed defibrillator as required under the grant. 3. The Clerk will add the defibrillator to the insurance policy and asset list.
108/24	**Speed Indicator Device's (SID's):** The SID's have been installed and are now in operation.
109/24	**Emergency Plan Working Group (EPWG):** The EPWG is currently awaiting information from the electricity board, and quotes for emergency lighting.
110/24	**Planning Matters:** **(i) Planning Application:** The following planning applications had been received since the last meeting: **(a) Ref 24/02771/F: The Heyfordian School Trust, 583 Heyford Park, Camp Road, Heyford Park.** Erection of a single storey extension to provide primary school accommodation (Use Class F1) at the Specialism Campus to allow the expansion of secondary accommodation at the Officers Mess Campus, including access, landscaping, biodiversity enhancements, drainage, cycle parking, re-instatement of a redundant car park and the erection of new fencing. Cllr Moss proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) to support this planning application. **Action:** The Clerk will submit the planning response to CDC. **(b) Ref 24/02961/F: 110 Camp Road, Heyford Park.** Erection of single storey garage extension, with double pitch roof, whilst converting a large portion of existing footprint into habitable dwelling space for annexe purposes. The council decided that it did not wish to make any comment about this planning application. **(c) Ref 24/03028/TEL56: Street Record, Camp Road, Heyford Park.** Installation of a 20m high slim-line monopole, supporting 6 no, antennas, 2 no. transmission dishes, 2 no. equipment cabinets and ancillary development thereto including 3 no. Remote Radio Units (RRUs) and 10 paving slabs. Cllr Moss proposed, Cllr Cook seconded the motion, and the council **RESOLVED** (unanimous) that the council make no comment about this planning application. **(ii) S106:** The representative from Dorchester Living is currently reviewing the s106 applications that DL are involved in. These will be sorted between what DL will be doing at Heyford Park, and what they are funding elsewhere, and presented in a table. **(iii) Any Other Planning Matters:** a) The DL representative noted that the recent meeting with Bovis had gone well and that the work required at Gordon Road will be done. b) Cllr Harris had reported a pothole in Harris Road. c) One of the bungalows is now empty and the contents of a trailer that has been left are spread around the garden attracting rats. This had been reported to the Estates Office.
111/24	**Neighbourhood Plan Working Group (NPWG):** **(i) Notes from the NPWG meeting held on 13/11/2024:** The notes from this meeting were noted and are attached as an Appendix to these minutes. **(ii) Update from the NPWG:** Cllr Cook distributed hard copies of the survey results to the Cllrs and the Clerk at the meeting. These were also shared with the County and District Cllrs. The results were reviewed and noted. The Chairperson thanked the members of the NPWG for pulling this report together. Cllr Cook proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) that Heyford Park Parish Council proceed with a Neighbourhood Plan as per the wishes of the residents of Heyford Park.

	Cllr Cook noted that the Neighbourhood Plan may take time to produce but cannot be rushed. He has already secured the agreement of DL to use some shared office space in the Community Centre for this purpose. **Actions:** 1. The Chairperson will notify CDC that Heyford Park Parish Council will be creating a Neighbourhood Plan. 2. The NPWG will develop a budget for equipment. 3. The NPWG will seek the Councils' approval to start the recruitment process to engage an Administrative Assistant to help deliver the Neighbourhood Plan. **(iii) Date of the next NPWG meeting:** Wednesday 4th December 2024**.**
112/24	**Dorchester Living (DL):** The following updates were noted at the meeting: (i) DL is progressing the delivery of Chilgrove Drive and wants to have the detailed designs ready in early 2025. (ii) DL is progressing the delivery of other items at Heyford Park e.g. the school design etc. (iii) DL has started work on the planning application for a further 6,000 houses.
113/24	**Items Noted by Cllrs** (No decisions can be made under this item). Cllr Moss may send the Clerk a query for forwarding to CDC Democratic Services. Cllr Mullineux asked the DL representative why DL refuses applications submitted by street traders. The Chairperson will formally email this query to DL for a response. District Cllr Simpson noted that the next rural community policing meeting will be held on Friday 13th December and that the Chief Constable should be there.
114/24	**Local Plan Discussions:** The draft Local Plan was discussed. The following points were noted: 1. The DL representative raised concerns about the way that the draft Local Plan had been developed. During previous meetings CDC officers gave DL the impression that no major changes would be made, however the content of the document submitted to the Overviewing Scrutiny Committee was completely different. The DL representative noted that DL has entered into MoU agreements with the parish council, and that cutting Heyford Park out of the draft Local Plan in preference to other sites appeared to go against previous discussions. 2. The Chairperson said that further discussions were required between Cllrs to consider this matter further. It was not clear whether anything could be done. The Chairperson noted that it was apparent from the Neighbourhood Plan responses that there was unrest amongst residents about the uncompleted tasks that DL have yet to deliver at Heyford Park. There therefore needs to be agreement about what currently needs to be done and when this work will be completed. A schedule of work is required to clear out these outstanding items. The DL representative agreed to produce a list. He was asked whether he could include the envisaged future projects such as the recreational facilities, allotments, cemetery etc. The DL representative said that it had been envisaged that the cemetery would be funded from future s106 contributions arising from the new Local Plan that DL has been left out of. 3. District Cllrs Simpson will ask officers to explain why Heyford Park has been taken out of the Local Plan submission when he attends the Overviewing Scrutiny Committee Meeting on 26th November.
114/24	**Date of the next meeting** (in the Community Centre): **Parish Council Meeting**: 7.15pm on Wednesday December 2024**.**
115/24	**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)
116/24	**Planning Matters (continued)** Cllrs discussed a planning matter notified to the Chairperson. It was agreed that, although any Cllr can personally submit a letter as a resident, they should not do so as a Cllr. It was noted that, if it might help, the Council could also send a letter of support about the matter in question. The Council has been approached by a developer for a meeting, so Cllrs agreed their preferred date and location for this.

The meeting closed at 9.30 pm.

Signed: Date:

Appendix 1

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

	£
Defibrillator	750

Appendix 2

Notes of NPWG meeting held on 13 November 2024

Present: S Cook (SC), Alan Harris (AH), Brian Moss (BM) Carole Gother (CG), Sally Freeland (SF) Bolanle Enilolobo (Toby),C Mullineux (CM)
There were no apologies

1. SC opened the meeting by thank all for attending
2. SC distributed the attached document as a tool to guide future discussions on the NP
3. The next stage is to formally request permission from the PC to analyse the results of the survey. This will be done at the PC meeting on 20th November
4. SC read out the results of the survey from the online graph. This indicated a positive response to formulating a NP for Heyford Park
5. CG asked what age group had been most responsive – SC answered 41-50
6. There was some discussion around the need for a budget projection of future costs in producing a NP and also around grant funding.
7. CG suggested that we should consider having information days to keep residents informed of progress. SC suggested a newsletter for residents, but stressed that all actions must be ratified by the PC at every stage.

The meeting closed at 8.30

Date of next meeting: 4 December 2024

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
68/24	Grievance and Disciplinary Policy: A group of Cllrs will review the model Disciplinary and Grievance procedures.	Cllrs Mullineux, Coggins & Tanner	Ongoing
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.	Chair	Ongoing
80/24	Parish Council Co-option Procedure: A draft co-option procedure will be produced for Cllrs to consider.	Cllrs Moss and Mullineux	Completed
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	Completed
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	Ongoing
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	 Completed Completed No information received
91/24	Emergency Plan Working Group 1. Update the terms of reference for the working group 2. Quotes for submersible pumps and portable emergency lights 3. Request a copy of the Dorchester Living Emergency Plan	Clerk EPWG Chairperson Clerk	Completed Ongoing Completed
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	Hard copies circulated by the Chairperson
94/24	Dorchester Living Updates: Request for a completion list to be sent to DL	Chairperson	Ongoing
103/24	Heyford Park Parish Council Co-option Policy and process. Amendment to be made then procedure and application form to be put on the councils' web site.	Clerk	New
104/24	Grievance and Disciplinary Policy, and Sexual and General Harassment Policy and Procedure		

	Quotes from 3 specialist HR solicitors to be obtained and circulated before the December PC meeting.	Cllrs Coggins, Mullineux and Tanner	New
106/24	Budget 2024-25 Draft budget to be amended as agreed by council and included on the December agenda for consideration.	Clerk	New
107/24	Defibrillator: 1. A local electrician to be engaged to install the new defibrillator on the office at Heyford Leys. Post-installation: 2. The installed defibrillator to be registered as required under the grant. 3. The defibrillator to be added to the insurance policy and asset list.	Chairperson/ Clerk Chairperson Clerk	New New New
110/24	Planning Matters: Planning application Ref 24/02771/F: The Heyfordian School Trust, 583 Heyford Park, Camp Road, Heyford Park. CDC to be notified of the PC's support.	Clerk	New
111/24	NPWG: 1. CDC will be notified that Heyford Park Parish Council will be creating a Neighbourhood Plan. 2. A budget will be developed for equipment. 3. Councils' approval will be sought to start the recruitment process to engage an Administrative Assistant to help deliver the Neighbourhood Plan.	Chairperson NPWG NPWG	New New New