Heyford Park Parish Council

Minutes of the Meeting of the Parish Council, held in the Community Centre on Wednesday 18th December 2024 at 7.15pm

Present: Cllrs Steve Cook (Chair), Kate Henderson (Vice Chair), Alan Harris, Brian Moss, and Catherine Mullineux, and Sofia Tanner.
Also in attendance: The Clerk, District Cllr Nigel Simpson, a representative from Dorchester Living, and 7 members of the public.
Apologies: None.

117/24	**Receipt and Approval of Apologies for Absence:** None from Cllrs.
118/24	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** Cllr Mullineux declared an interest in Agenda item 7 (vi) - s106 Grant application from Clean slate, and Cllr Henderson declared an interest in Agenda item 7(iii) – Request for funding from Valley News 2025-26 at this meeting. There had been no new dispensation requests since the last meeting, and no use of delegated powers.
119/24	**Resignation of a Cllr:** The Chairman notified the meeting that he had received an email of resignation from Cllr Tim Coggins. The Chairman recorded his personal thanks, and that of the council, to Tim for the work that he had contributed to the PC since its creation. **Action:** The Clerk will notify Cherwell District Council of the resignation.
120/24	**Minutes:** Cllr Moss proposed that the minutes of the parish council meeting that was held on 20th November 2024 be approved as a true record. Cllr Mullineux 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.
121/24	**Public Participation**: A resident raised concerns about the current problems with street lighting at Heyford Park, noting that this was a safety issue, and asked when this would be sorted out. A resident asked how they could find out about the dates of the Parish Council meetings and was advised that the list of meeting dates was on the PC's web site, the date of the meeting was included on the agendas, that were posted 5 days before the meeting, and that the dates for forthcoming meetings were included in the Valley News. Several residents addressed the council about the lack of mobile food provision at Heyford Park. It was noted that: • A kebab van was recently told to move on by Dorchester Living (DL) after it had parked outside the Community Centre on DL land. • DL wanted people to use The Heyford, but some people wanted the option to purchase a quick take away after work. • Some people may not be able to afford to eat out regularly, and The Heyford may be an uncomfortable place to eat for some families who have children. Mobile food vans would be convenient for older people who could walk to them and afford the food on offer. • The Chairman of the PC noted that he had written to DL asking why they opposed street trading applications. • The DL representative said that DL wanted people to use The Heyford but acknowledged that the recent PC survey had showed support for mobile food traders operating from Heyford Park. DL is therefore developing a process whereby it can choose the street traders and select the locations where they will operate from so that it is a planned process rather than a free for all. DL will need to issue licences to the traders. • Residents agreed that the locations used by street traders had to be considered carefully, so that neighbouring properties did not have problems e.g. with food smells coming into houses in the summer when people want their windows open. Residents said that DL should involve and consult with local residents when considering the location of food vans. • DL was asked to provide a timescale for the completion of its street trader process. The PC Chairperson will write to the CEO of DL and request a 3 month trial as although there are many positives associated with street traders operating at Heyford Park there may also be one or two negatives. A resident asked why there are no allotments at Heyford Park. The DL representative said that allotments are included in its plans and DL want to include them in its next phase so they will

	probably be available in 2-3 years' time. The proposed allotment site is at the far end of Heyford Park at the Upper Heyford end. Cllrs noted that the council had already discussed the possibility of an additional temporary allotment site being established on part of the land that will be allocated to the new cemetery with DL. These allotments would be used until the area of land was required for cemetery purposes.
122/24	**County and District Councillor Reports:** County Cllr Corkin was not at the meeting and no report had been received. District Cllr Conway-Murray had previously sent apologies as she was unable to attend the meeting. Cllr Simpson reported that: He has spoken to OCC officers about the S25 bus service, and the DVSA had carried out spot checks on a various buses and they have all passed. The S24 & S25 contracts are up for renewal in March so tenders will be prepared in Jan/Feb. New Government funding is supposed to be available. The draft Local Plan consultation will start today or tomorrow and will last for 8 weeks. The District Cllrs were reminded that they had been asked to confirm the reasons why Heyford Park has been omitted from the plans. The DL representative said that DL had been told of an objection by OCC on highways grounds, and that it was because the developer planned to submit plans for a development of 6,000 houses for a 'new town'. The appeal about the Richborough Homes application has been dismissed by a judge so the application will go ahead. It was noted that there may be an opportunity for some s106 arising from this. The options for devolution are currently being explored as there is currently a lot of duplication that could be streamlined to make things more efficient. One option would be to form a unity authority for Oxfordshire. The other option would be a combined managerial option with Berkshire and Buckinghamshire so OCC are considering what services this might involve, and who would be best to team up with as it would want to work with like-minded councils. This is a lot of work that the Government wants fast tracked. Local County elections are due to be held in May. More will be known in January. A Cllr noted that he had been without a car for a week after damaging one of his wheels in a pothole. OCC has advised that it could take 6 months for his claim to be processed.
123/24	**Grievance and Disciplinary Policy, and Sexual and General Harassment Policy and Procedure:** Cllr Mullineux reported that several quotes had been received for hourly rates from HR specialist lawyers. The Chairman asked that these papers be circulated.
124/24	**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 Tanner seconded the motion, and the council **RESOLVED** (unanimous) to note the payments totalling £1,385.53 that had been made since the last meeting and approve payments totalling £1,271.38 at this meeting. The council agreed to pay the ICO subscription by direct debit. **(iii) Request for Funding from Valley News 2025-26:** Cllr Henderson declared an interest and so did not participate in the discussions. The council considered a request from Valley News for a PC contribution of £2,265 towards the production and delivery of Valley News 2025-26. It was unclear how the costs of deliveries had been calculated. The DL representative was asked whether DL would still fund the cost of delivering Valley News at Heyford Park. The Clerk will ask the Valley News Treasurer for a breakdown of the accounts so this agenda item can be considered in January 2025. **Action:** The Clerk will ask the Valley News Treasurer for a breakdown of the accounts. **(iv) Budget and Precept Request for 2025/26:** (a) Cllr Harris proposed, Cllr Moss seconded the motion, and the council **RESOLVED** (unanimous) that the Heyford Park parish council budget for 2025-26 is approved. (b) Cllr Mullineux proposed, Cllr Tanner seconded the motion, and the Council **RESOLVED** (unanimous) that the Heyford Park precept amount that will be requested for 2025-26 will be the same as for 2024-25 i.e. £44,102. **Action:** The Clerk will submit the precept request to CDC.

	(v) **Investments:** The Clerk has completed the application to open a CCLA account, so Cllrs Cook, Mullineux and Moss signed the application form. Cllr Moss proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) that the dividend payments will automatically be reinvested and additional shares created. **Action:** The Clerk will take a copy and then submit the completed application and accompanying information to the CCLA. **(vi)** **S106 Grant Application from Clean Slate:** Cllr Mullineux declared an interest. It was agreed that this agenda item would be brought back to the council in January after further information has been received from the applicant. **(vii)** **Financial Matters Arising from the Neighbourhood Planning Working Group Meeting held on 4th December 2024:** The minutes from the December NPWG meeting had been circulated before the meeting. They contained information about various purchases that needed to be made, and also the proposed recruitment of an administrative assistant to help deliver the Neighbourhood Plan and also minute the full council meetings if the Clerk is unable to attend for any reason. Cllr Harris proposed, Cllr Mullineux seconded the meeting, and the council **RESOLVED** (unanimous) that a maximum budget of £2,500 could be spent to fund the office set up expenses. **(viii)** **Any other urgent Financial Matters:** There were no urgent financial matters to consider at this meeting.
125/24	**Oxfordshire Play Association (OPA) Community Play Day Event:** The council: **(i)** Noted a report produced by OPA about the 2024 event. **(ii)** Considered the offer of another free Community Play Day event, subject to funding being available. The suggested date is Saturday 2nd August 2025. The council considered that this was a good thing, so Cllr Cook proposed, Cllr Moss seconded the motion, and the council **RESOLVED** (unanimous) that it accepted the offer of a play day on 2nd August 2025. **Action:** The Clerk will notify OPA.
126/24	**Defibrillator:** It was noted that the defibrillator has been installed and added to the Councils asset list and insurance schedule.
127/24	**Emergency Plan Working Group (EPWG):** The EPWG is currently awaiting receipt of some information. Two additional local volunteers are required to be added to the list of emergency contacts. Cllr Moss was asked whether he could try to identify a volunteer from Heyford Leys.
128/24	**Street Trading Licence Application – ST0105**: This was discussed by the council. The council had some reservations about the proposed location in the bus stop as this could be dangerous. Cllr Moss proposed, Cllr Cook seconded the motion, and the council **RESOLVED** (unanimous) that it would raise its safety concerns about the bus being forced to stop in the road. **Action:** The Clerk will notify the Licensing Technical Officer.
129/24	**Planning Matters:** **(i)** **Planning Application:** The following planning applications received since the last meeting were noted: (a) **Ref 24/03074/F:** Thames Valley Police, 249 Heyford Park, Camp Road, Heyford Park. Erection of external condensers to southwest of building. (b) **Ref 24/03181/TCA:** 353 Camp Road, Heyford Park. G24 – Mixed species including ash, hawthorn, sycamore, bramble and rose – All trees and vegetarian of whatever species in G24 are to be cleared/removed from the disused building/underground fuel tanks which the trees and vegetation have colonised. **(ii)** **S106:** The representative from Dorchester Living is still reviewing the s106 applications that DL are involved in. This table will be discussed at the February 2025 council meeting, if it is not ready beforehand. **(iii)** **Any Other Planning Matters:** There were no other planning matters discussed at this meeting.

130/24	**Neighbourhood Plan Working Group (NPWG):** **(i) Notes from the NPWG meeting held on 04/12/2024:** The notes from this meeting were noted and are attached as an Appendix to these minutes. The budget request was discussed earlier in the meeting. **(ii) NPWG Facebook Page:** The NPWG requested council approval to establish a Neighbourhood Plan Facebook page. The content will be managed by a Cllr on the NPWG working with a NPWG volunteer. Cllr Mullineux proposed, Cllr Cook seconded the motion, and the council **RESOLVED** (unanimous) that a Neighbourhood Plan Facebook page. Cllr Henderson agreed to help set this up. **(iii) Recruitment of an Administrative Assistant:** The council gave its approval to start the process of recruiting an Administrative Assistant to help with the Neighbourhood Plan. It is envisaged that the assistant will work 24 hours a month, including attendance at the NPWG and full council meetings each month. **(iv) Date of the next NPWG meeting:** The next NPWG meeting will be on 08 January 2025.
131/24	**Dorchester Living (DL):** The following updates were noted at the meeting: (i) DL is unhappy about the current bus service. Although this is run under an OCC contract it is 100% funded by DL. (ii) DL will be holding discussions with OCC about the s106 contributions that it has made that now form part of the significant unspent s106 monies that OCC is sitting on. (iii) DL has discussed community working with Community First Oxfordshire. Regular stakeholder meetings will be held starting in early 2025. DL hopes that the community worker will be funded for longer than 1 year. (iv) DL has reviewed the residents survey priorities list. There are some things that DL cannot do anything about e.g. pothole (as these are the responsibility of OCC), some things that need programming into their plans, and others that need further consideration. DL have started working out what can be done and will provide an update to the council at the February meeting. (v) The PC Chairman asked DL to follow-up on the salt bin request made by a resident at the last meeting.
132/24	**Items Noted by Cllrs:** (No decisions can be made under this item). Cllr Henderson noted that potholes were forming again in the gravel car park. Cllr Mullineux noted that there was a problem with litter throughout the parish and suggested that the Community Garden would benefit from a litter bin being installed there. District Cllr Simpson noted that at the police will be looking at parking around the schools in Heyford Park and Kidlington. They have already done this in Banbury and Bicester. People are parking badly so spot fines are being issued. This problem effects every school in Cherwell. Cllr Simpson noted that the local police hope to have their full team in place within 2-3 months.
133/24	**Date of the next meeting** (in the Community Centre): **Parish Council Meeting**: 7.15pm on Wednesday 15 January 2025**.**

The meeting closed at 8.50 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 4 December 2024

Present: S Cook (SC), Brian Moss (BM) Sally Freeland (SFr) Bolanle Enilolobo (Toby),C Mullineux (CM), Simon Fry (SF)

Apologies: S Tanner and Gother

1. SC opened the meeting by thank all for attending
2. SC distributed a document to guide discussions.
    a. **Item 1:** Office requirements prior to starting work on the NP. The Position of Admin Assistant was discussed and SC is working on a job description. The WG hope to advertise the post in January 2025. There was a discussion, with valuable input from all present , SC agreed to make the agreed adjustments. **The NPWG agreed that a proposal is made to the PC for funding office set up expense to a maximum of £2500**
    b. **Item 2:** IT and Security: SC to ascertain who pays for Wi Fi in the Community Centre and bring a **proposal to the PC re our contribution**
    c. **Item 3.** Grants – Rosie Philips had passed on two people from Community First who had expertise in Neighourhood Planning plus CDC had information on their website, CM agreed to investigate these.
    d. **Item 4**. Plan Information. SC had a list of Parish Councils who had completed their own NP's and we agreed that he should contact them for information on Plan Making and Content. SC and CM have arranged a Teams meeting with Christina Cherry to discuss Toby suggested that the WG explore the possibility of using some of the expertise Dorchester provided to the MCNP when it was formed. SF said he would find out if this could be done given possible conflicts of interest.
    e. **Item 5.** Publications. All agreed that the NPWG should publish information regularly. The main channels would be a newsletter, Valley News and Community Noticeboard. Toby suggested an NPWG Face Book Page. The group agreed that this would be a good idea and **resolved to propose this at the next PC meeting.** It was hoped that Cllr Henderson would set the page up and SFr agreed to moderate comments

SC thanked everyone for attending

The meeting closed at 8.30

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. Cllr Coggins resigned from the council Dec 2024
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
81/24	Draft proposal about s106 suggestion to be produced for Cllrs to consider.	Cllrs Cook and Mullineux	Ongoing
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. NB Cllr Coggins resigned from the council Dec 2024
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
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	Completed
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	Ongoing. NB Cllr Coggins resigned from the council Dec 2024
106/24	Budget 2024-25 Draft budget to be amended as agreed by council and included on the December agenda for consideration.	Clerk	Completed
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.	Chairperson/ Clerk Chairperson Clerk	Completed Ongoing Completed

	3. The defibrillator to be added to the insurance policy and asset list.		
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	Completed
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	Completed Ongoing Completed
121/24	Street Traders at Heyford Park DL will be asked to agree to a 3 month trial for a street trader to operate from Heyford Park.	Chairperson	New
124/24	Financial Matters: 1. Request for Funding from Valley News 2025-26 - the Treasurer will be asked for a breakdown of the accounts. 2. Precept Request – this will be submitted to CDC. 3. Investments – the CCLA application will be submitted.	Clerk Clerk Clerk	New New New
125/24	OPA Free Community Play Day on 2nd August 2025 (subject to funding being available) OPA will be notified that the council wishes to accept the offer of a play day.	Clerk	New
128/24	Street Trading Application ST0105 CDC will be notified about the councils concerns about the proposed location.	Clerk	New