Heyford Park Parish Council

Minutes of the Meeting of the Parish Council, held in the Community Centre on Wednesday 15th January 2025 at 7.15pm

Present: Cllrs Steve Cook (Chair), Kate Henderson (Vice Chair), Alan Harris, Brian Moss, Catherine Mullineux, and Sofia Tanner.
Also in attendance: The Clerk, District Cllr Nigel Simpson, a representative from Dorchester Living (DL), two representatives from 'Go To Travel' who will be working with DL, and one member of the public.
Apologies: None.

134/24	**Receipt and Approval of Apologies for Absence:** None from Cllrs.
135/24	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** Cllr Mullineux declared an interest in Agenda item 9 (vi) - s106 Grant application from Clean slate, Cllr Henderson declared an interest in Agenda item 9 (iii) – request for funding from Valley News 2025-26, and Cllrs Cook and Mullineux declared an interest in Agenda item 9 (vii) – donation to The Pantry, at this meeting. There had been no new dispensation requests since the last meeting, and no use of delegated powers.
136/24	**Minutes:** Cllr Tanner proposed that the minutes of the parish council meeting that was held on 18th December 2024 be approved as a true record, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) that the minutes from the parish meeting were approved. The chairperson then signed the minutes.
137/24	**Public Participation**: A resident asked whether there was any news about their previous concerns about street lighting at Heyford Park and was told that this was in hand, noting that this was a safety issue, and asked when this would be sorted out.
138/24	**Go To Travel:** Dorchester Living (DL) has engaged Go To Travel to act as the Travel Plan Co-Ordinator for Heyford Park to comply with DLs planning obligations. Two representatives of the company attended the Parish Council meeting and introduced themselves and their work to Cllrs. Go To Travel is a sustainable business that undertakes sustainable transport consultancy to help residents and businesses travel more sustainably. They will take a pragmatic approach and work with the local bus operator to try to achieve a good quality bus service. They will survey Heyford Park residents to understand their travel behaviour and encourage them to sign up to 'Local Go'. The Local Go scheme will not include Heyford Leys or other local villages. Sustainable travel includes buses, cycling, walking, car clubs, cycle hire schemes etc. During the meeting Go To Travel were made aware of the current problems with school travel. County and District Cllr Simpson suggested that they work in tandem with the Active Travel Team at OCC. He noted that he had recently held discussions with Puy du Fou about travel, so the various schemes needed to be joined up. He suggested that if a bus could go to Lower Heyford railway station it would help to deliver a joined up scheme.
139/24	**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 had previously sent a report that had been circulated to Cllrs. He noted the following: Health Facilities: Cllr Simpson had chased the Integrated Care Board (ICB) about health facilities at Heyford Park, and this matter is now with the Deputy Director of the ICB. Police Office at Heyford Park: Thames Valley Police and DL are currently working on the legal arrangements required to enable the Neighbourhood Policing team to have the use of a small office in the Heritage Centre when taking witness statements etc. The Draft Local Plan: The consultation deadline has been extended. Devolution: This is still up in the air. OCC has written to the Government to indicate its interest in devolution but it is not known whether this will affect the local elections that are scheduled to take place in May. Two levels of devolution could be considered. The first is for a unity authority that would cover a population of 250k-350k, but Oxford City Council do not want to work with anyone else. The alternative would be a combined Mayoral option with an elected Mayor. This would cover 1.5-2.5 million people. An Oxfordshire, Berkshire and Buckinghamshire grouping appears logical.

	S106 matters: Cllr Simpson was asked for a progress report about the release of the s106 monies currently held by OCC. Cllr Simpson said that this matter is progressing slowly but negotiations are needed, e.g. the £50k for a bus gate at Middleton Stoney is not wanted and the residents would prefer a safe crossing for pedestrians and a circular walk around the village instead. OCC recognises that a lot of schemes need to be delivered. America Day: An event on 5th July is being organised to celebrate the history of the Heyford air base through the years. A similar event may be held in Bicester. Fix My Street Pothole reports: Cllr Simpson can now go out and mark up potholes in his village and suggested that a volunteer might do the same in Heyford Park. Cllr Cook asked to be sent information about how to sign up to do this.
140/24	**Grievance and Disciplinary Policy, and Sexual and General Harassment Policy and Procedure:** Cllr Tanner reported that one quote had been obtained from an HR specialist lawyer. This matter was carried forward to the February meeting. The Chairman asked that three quotes be circulated to the Council.
141/24	**Risk Assessment:** Cllr Mullineux proposed, Cllr Harris seconded the motion and the Council **RESOLVED** that the updated risk assessment was approved.
142/24	**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 £1,557.43 that had been made since the last meeting and approve payments totalling £911.75 at this meeting. **(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. DL has agreed to contribute £736 to cover the cost of the annual deliveries. Cllr Mullineux proposed, Cllr Tanner seconded the motion and the council **RESOLVED** to pay the print costs of £1,529. **Action:** The Clerk will notify Valley News and the PC contribution will be paid in April. **(iv) Investments:** The CCLA account has been opened. Cllr Cook proposed, Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) that £10 be initially transferred into the CCLA account in order to confirm that it is working correctly, followed by a further deposit of £54,990. **Action:** The Clerk will set up the initial £10 payment, and after receiving confirmation that this has been paid into the new account, set up the additional transfer. **(v) Asset List:** Cllrs received and noted the updated asset list. **(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 February after further information has been received from the applicant. **(vii) Donation:** Cllrs Cook and Mullineux both declared a general interest. The Chairman asked the council to consider donating £300 to The Pantry to pay for the equipment required to provide 'warm spaces' lunches on a weekly basis in the Community Centre. The lunches will comprise freshly cooked soup and a roll, and diners will be asked to make a small donation towards the costs. The Pantry will cover the insurance. Cllr Harris proposed, Cllr Moss seconded the motion, and the council **RESOLVED** (4 votes for – Cllrs Cook and Mullineux abstained from the vote) that a donation of £300 be given to The Pantry to pay for the equipment required in order to provide 'warm spaces' lunches in the community centre. DL has agreed to match this PC's donation. **(viii) Any other urgent Financial Matters:** Cllr Cook proposed, Cllr Moss seconded the motion and the Council **RESOLVED** (unanimous) to approve and authorise a maximum of £650 from the previously agreed Neighbourhood Plan Working Group set-up costs, for the Clerk to purchase a desk top computer and associated peripherals after the model has been confirmed.

143/24	**Revised Date for the Oxfordshire Play Association (OPA) Community Play Day Event 2025:** The suggested date of Saturday 2nd August 2025 had already been allocated when OPA were contacted after the previous meeting. OPA has offered two alternative dates to the parish council. The council agreed to ask OPA to hold the Community Play Day event on 26th July, or if this was no longer available, 9th August 2025. **Action:** The Clerk will notify OPA of the preferred date.
144/24	**Emergency Plan Working Group (EPWG):** Cllr Cook said that the EPWG was still awaiting the name of one person to add to the Emergency Plan and it would then be completed. Cllr Mullineux proposed, Cllr Harris seconded the motion and the council **RESOLVED** (unanimous) to adopt the Emergency Plan, noting that one further name would need to be added at item 4 on page 3 in due course. **Action:** The Emergency Plan will be posted on the PC's web site.
145/24	**Planning Matters:** **(i) Planning Applications:** There were no planning applications to consider at this meeting. It was noted that the planning application for a telecoms mast by the DL office had been approved. **(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. **(iii) Cherwell District Council Draft Local Plan:** This was discussed, but Cllr Moss noted that there was not much in the Draft Local Plan that was relevant to Heyford Park. **(iv) Any Other Planning Matters:** The Street Trading Application ref ST00105 was discussed. Cllr Moss proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** that the PC agreed to this on a trial basis that would be reviewed it in 3-6 months time. **Action:** The Clerk will notify CDC.
146/24	**Neighbourhood Plan Working Group (NPWG):** The council received the notes and updates from the NPWG that was held in January 2025 and noted that: • Yesterday two members of the NPWG had gone through the survey results with DL representatives. DL want to try to sort out some of the issues that had been raised, working with the community. • The paperwork associated with the recruitment of the Admin Assistant who will help the parish council develop the NPWG is being progressed by the Clerk, working closely with the Chairman. The new member of staff will share an office in the Community Centre with the Community Development Worker who is working at Heyford Park. The PC will be able to use the office on a Monday, Wednesday, and Friday. The layout of the NPWG page was discussed. The next NPWG meeting will be held on 5th February 2025.
147/24	**Dorchester Living (DL):** The following updates were noted at the meeting: (i) DL has received some comments back about the Chilgrove Drive planning application and so are liaising with OCC with regard to HGV's, the road surface, drainage etc. It was noted that a lot of work was being done, and that any engineering work undertaken now would save time later. (ii) DL has instructed their design team to start working on the next big planning application that will be submitted in late April or early May. There will be s106 that the PC can discuss with DL.
148/24	**Items Noted by Cllrs:** (No decisions can be made under this item). There were no items noted by Cllrs at this meeting.
	Date of the next meeting (in the Community Centre): **Parish Council Meeting**: 7.15pm on Wednesday 19th February 2025**.**
149/24	**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)

150/24	**Procedural Matter:** A procedural matter was discussed and the parish council agreed to amend one point in the parish councils co-option policy. **Action:** The co-option policy will be amended.

The meeting closed at 9.20 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 8 January 2025

Present: S Cook (SC), Alan Harris (AH), Brian Moss (BM) Carole Gother (CG), Sally Freeland (SF) Simon Fry (SFr),C Mullineux (CM)

There were no apologies

1. SC opened the meeting by thank all for attending.
2. There was a short discussion about proposed advert for an Administrative Assistant. All agreed that an initial advert be placed in the February 2025 edition of Valley News. SC to draft the advert and CM to send to VN.
3. The job description will be developed and discussed at the next NPWG meeting.
4. SC asked if there had been any progress on setting up the NPWG Face Book page. CM agreed to remind Councillor Henderson that she has agreed to do this.
5. SFr. Gave an update on Go - To Travel who have been engaged by Dorchester as a Travel Plan Co-ordinator.
6. SC then took all present to see the Parish Council office space in the Community Centre.

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 – one completed
147/23	Contact Information for various CDC/OCC services: To be compiled for inclusion in a future edition of Valley News.	Clerk	This will be an ongoing action
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 & 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
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 (revised date February 2025).	Cllrs Mullineux and Tanner	Ongoing.
91/24	Emergency Plan Working Group Quotes for submersible pumps and portable emergency lights	EPWG Chairperson	Ongoing
94/24	Dorchester Living Updates: Request for a completion list to be sent to DL	Chairperson	Ongoing
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 (revised date February 2025).	Cllrs Mullineux and Tanner	Ongoing
107/24	Defibrillator: The installed defibrillator to be registered as required under the grant.	Chairperson	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	Ongoing
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	Completed Completed Completed
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	Completed

128/24	Street Trading Application ST0105 CDC will be notified about the councils concerns about the proposed location.	Clerk	Completed
142/24	Financial Matters Request for Funding from Valley News 2025-26: The council has resolved to pay the print costs of £1,529. Valley News will be informed of the councils' decision and the contribution will be paid in April. Investments: £10 will be initially transferred into the CCLA account in order to confirm that it is working correctly, followed by a further deposit of £54,990.	Clerk Clerk	New New
143/24	Revised Date for the Oxfordshire Play Association (OPA) Community Play Day Event 2025: The council agreed to ask OPA to hold the Community Play Day event on 26th July, or if this was no longer available, 9th August 2025.	Clerk	New
144/24	Emergency Plan Working Group (EPWG): The Emergency Plan will be posted on the PC's web site.	Clerk	New
145/24	Street Trading Application ref ST00105 was discussed. CDC will be told that the PC agreed to this on a trial basis that should be reviewed it in 3-6 months time.	Clerk	New
150/24	The co-option policy: One point will be amended.	Cllr Moss/Clerk	New