The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 16th July 2025 at 7.15pm

Present: Cllrs: Steve Cook (Chair), Sally Freeland, Alan Harris, Kate Henderson, Brian Moss (from 7:45pm), Catherine Mullineux and Sofia Tanner.
Also in attendance: Cllr Gareth Epps (from 7:57pm), and four members of the public

46/25	**Receipt and Approval of Apologies for Absence:** To receive and **approve** any apologies for absence that have been received by the Chair. Cllr. N. Simpson. Apologies were received and noted from the Parish Clerk.
47/25	**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.
48/25	**Minutes:** The council **RESOLVED** (unanimous) that the minutes from the parish meeting that was held on 18th June 2025 were approved; Cllr Mullineux proposed, seconded by Cllr Harris. The Chairperson then signed the minutes. The actions list was reviewed.
49/25	**Public Participation**: Two members of the public wished to address the Council: a. A member of the public/representative from Heyford Park Community Action Group (HPCAG) mentioned that, following the completion of roadworks on Howard Road, there are concerns of speeding. S Fry advised that a 20MPH limit expands across the estate and would look into traffic calming measures used on various other areas locally. Resident mentions that a recent meeting with Dorchester was positive. Resident also highlights that the consultation (planning application 25/00312/F) has been reopened for comments and has received a number of responses from residents already. b. A member of the public/representative from Heyford Park Community Action Group (HPCAG) advises that there are concerns regarding the 'No Ball Games' signs being erected following three complaints of ball games since November 2024, with other residents not informed of signs and no planning permission was sought. S. Fry advises that, as the signs do not meet the size threshold, permission is not required but does accept other residents are unhappy with the signs and can confirm that Dorchester has had the sign removed (post still in place). Cllr Cook read an email from CDC regarding signs in question are enforceable by landlord only. Resident concerned about feelings of all residents (for and against signs), as well as an appropriate area for children to play. S. Fry advises that Phase 9 will have a large play area, zipline and a 7-a-side football pitch for ball games.
50/25	**County and District Councillor Reports:** Cllr G. Epps in attendance, no items or updates to report. County Cllr N. Simpson was not at the meeting and no reports had been received. District Cllr Grace Conway-Murray was not at the meeting and no reports had been received.
51/25	**Financial Matters:** **a) Bank Statement and Reconciliation:** The council received and confirmed the June statements and reconciliation. These were then signed by Cllrs Cook and Mullineux. **b) Payments:** Cllrs received and noted the payments made since the last meeting and those requiring authorisation. Cllr Tanner proposed, Cllr Mullineux seconded the motion and the parish council **RESOLVED** (unanimous) that these payments were approved. **c) Any other urgent Financial Matters:** Cllr Mullineux confirmed that the previously earmarked for the cemetery have been moved to the investment account, with the

	investment account doing very well. The PC will not meet in August, therefore the Chair and Vice Chair will sign off financial matters for July in due course. **d)** Pension Scheme: A letter has been received from the Administrative Assistant (Rebecca Wilde) regarding her wishes to join the pension scheme. Chair explained to Cllrs, Cllr Mullineux proposed, Cllr Harris seconded the motion and the parish council **RESOLVED** (unanimous) that this be put to the Local Government Pension Scheme. **e)** Mobile Phone for PC Office: Chair has received a quote from Tesco Mobile for a handset and SIM plan on a 24-month business contract, with 500gb data and unlimited calls and texts for £7.50 per month, including free business support for the contract duration. Other quotes were obtained, with prices starting from £9 per month for SIM only and no handset. Cllr Cook proposed, Cllr Mullineux seconded the motion and the parish council **RESOLVED** (unanimous) that this phone and SIM contract be approved.
52/25	**Planning Matters:** **a) Planning Applications:** Chilgrove Drive and car processing (planning application 25/00312/F) has been reopened for responses. Chair advises no new updates received regarding the bus stop being moved, he anticipates a response regarding the decommission of the current bus stop. **b) Neighbourhood Plan Working Group:** Chair advises Admin Asst. is undertaking research to devise a timeline and will be making contact with local, parish and county councils. **c) Any Other Planning Matters:** S. Fry advises Dorchester has spoken to residents regarding the car processing and are considering possibilities of companies on site to only use transporters outside of school drop-off and collection times. Cllr. Moss asked if there was any comment or update on the car processing (planning application 25/00312/F), S. Fry advises there are no update while consultation is live again and complaints have been raised.
53/25	**Dorchester Living:** A resident requests the 'Give Way' sign to be moved back on Camp Road between the Sales Suite and The 455, Chair advised resident to complain directly to County Council as they have adopted the road.
54/25	**Training:** Chair advised Cllrs to contact the Clerk should they wish to attend any training.
55/25	**Community Garden:** Chair advises withdrawing this item due to no current updates and to return to this item in the September meeting. Cllr. Mullineux queried the Terms of Reference for the Community Garden, Chair put this to the PC, Cllr Harris proposed, Cllr Tanner seconded the motion and the parish council **RESOLVED** (unanimous) that the Terms of Reference be approved. A resident contacted Dorchester to request a meeting with Dorchester and the PC, S. Fry advises that enquiries should be directed to PC only as the PC are the leaseholders.
56/25	**Items Noted by Cllrs** (No decisions can be made under this item). Chair, Cllrs Mullineux, Freeland and Henderson and Clerk attended a meeting with Puy du Fou on Tuesday 15th July in Bicester. They suggest a Spring 2029 grand opening, there will be more meetings and updates in future. Cllr Henderson asks for volunteers to help with signs and parking directors for the event on Saturday 26th July. Member of HPCAG/resident will ask wider community Cllr Moss received an image from a resident concerning renovations of another resident, Chair suggested Cllr Moss forward the concern to Cllr N. Simpson and/or District Cllr G. Conway-Murray.
57/25	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 17th September 2025 at 7.15pm in the Community Centre.

The meeting closed at 8:13 pm.

Signed: Date:

Appendix 1

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

£
1,068.16

Appendix 2

Minutes from Neighbourhood Working Group

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 August 2025. Ongoing
39/25	Finance c) Investments. Transfer excess funds from Unity Trust to CCLA investment account EMR funds	Clerk	Completed
132/23	Planning – Neighbourhood Plan (1) Professional advice will be sought, and actions will be commissioned if appropriate.	Admin Asst. in consultation with the Working Group	Ongoing
147/23	Contact Information for various CDC/OCC services to be compiled for inclusion in a future edition of Valley News.	Clerk	Ongoing
42/25	Form a Community Garden Working Group and invite Community Garden Committee.	Cllr. Freeland, Cllr. Mullineux and Cllr. Tanner	Ongoing
43/25	Upgrade speed indicators	Chair	B/F to December 2025. Ongoing