Heyford Park Parish Council

Minutes of the Meeting of the Parish Council, held in the Community Centre on Wednesday 16th April 2025 at 7.15pm

Present: Cllrs :Steve Cook (Chair), Kate Henderson, Alan Harris, Brian Moss, Catherine Mullineux, Sofia Tanner and Sally Freeland.
Also in attendance: One representative from Dorchester Living (DL) and two members of the public
Apologies: District/County Cllr Simpson and District Cllr Grace Conway-Murray

1/25	**Receipt and Approval of Apologies for Absence:** District/County Cllr Simpson and District Cllr Grace Conway-Murray
2/25	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** Cllr Mullineux expressed an interest in the S137 donation to Heyford Park Chapel There were no declarations of interest made at this meeting. There had been no new dispensation requests since the last meeting.
3/25	**Minutes:** Cllr Tanner proposed that the minutes of the parish council meeting that was held on 19th March 2025 be approved as a true record. Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) that the minutes from the parish meeting were approved. The chairperson then signed the minutes.
4/25	**Public Participation**: Residents addressed the parish council about the following matters: **Flooding at Heyford Leys:** this appeared to be caused by sandbags placed in the stream by a resident of Heyford Leys, Cllr. Moss was asked to investigate the situation. Cllr. Harris offered to contact CDC who had helped with a similar situation in the past. Cllr. Cook assured the resident that the Parish Council would get in touch about their findings. **Rail Freight Development at Ardley:** was there any information about the next consultation on this? Cllr. Cook said that any information received would go on the PC website.
5/25	**County and District Councillor Reports:** County Cllr Corkin was not at the meeting and no report had been received. District/County Cllr Simpson and District Cllr Grace Conway-Murray were not at the meeting an no reports had been received.
6/25	**Recruitment of a Parish Clerk/RFO:** Update from the staffing committee. Two interviews for the post had been held to date with another scheduled for April 23rd.
7/25	**Recruitment of an Administrative Assistant to help deliver the Neighbourhood Plan:** The Staffing committee have interviewed and recommend that Rebecca Wilde be appointed as the new Administration Assistant. Cllr. Cook proposed and Cllr. Mullineux seconded the motion and the council **RESOLVED** (unanimous) that R Wilde be offered the position. Cllr. Cook to create a contract of employment.
8/25	**Financial Matters:** **(i) Bank Statement and Reconciliation:** The most recent bank statement and reconciliation were noted and signed by Cllrs Cook and Harris. **(ii) Payments:** The payments list had previously been circulated. Cllr Mullineux proposed, Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) to note the payments totalling £2239.90 that had been made since the last meeting and approve payments totalling £2772.13 at this meeting. **(iii) Budget Update:** **a) Year End Position 2024/25:** The Clerk had circulated the year end position before the meeting and Cllrs noted this. Cllr Cook informed council that they were meeting their obligations.

	b) Internal Auditors Report: The internal auditors report for 2024/25 had been received and circulated before the meeting. Cllr Cook proposed, Cllr Harris seconded the motion and the council **RESOLVED** that the internal auditors report was noted. Cllr Cook noted that the auditor had suggested that it was good practice that two councillors should sign the payments list and all agreed that this should be adopted. Cllr Cook also pointed out the auditors query the council using external HR company would have been answered if he had been asked. **(iv) S137 Donation:** The council considered a donation request of £800 towards a performance by the 'Northants Sings Out Choir' at Heyford Park Chapel. Cllr Cook proposed, Cllr Freeland seconded the motion and the council **RESOLVED** (unanimous) that the donation was approved. **(v) Any other urgent Financial Matters:** None **(vi) Heyford Social Events** will be submitting a grant application for their Summer Fun Day.
9/25	**Emergency Plan Working Group (EPWG):** There working group are still awaiting the contact details of one person to be added to the Emergency Plan. Cllr Cook: Nothing to report this month
10/25	**Planning Matters:** Update **(i) Planning Applications:** **a)** No comment to be made on the Tree Preservation orders **b)** The application to retain the DL sales office had been approved. **(ii) S106:** The DL representatives said that DL are still working through the s106 payments schedule. **(iii) Any Other Planning Matters:** DL representative raised the question of the siting of the entrance to the new development. Cllr Cook had already been in touch with OCC to discuss this.
11/25	**Neighbourhood Plan Working Group (NPWG):** Another resident joined the meeting at this point : **Results of Residents Survey**. A resident requested sight of the responses of the council survey. Cllr Cook said this would be available when the council have full responses from DL. Cllr. Freeland pointed out that the council had been working with DL to address the issues raised. **Confusion over food trucks**: Cllr. Cook explained that the confusion was caused by CDC issuing licences to trade in one area to several food trucks. These have now been revoked. **Food trucks on the Estate**: A resident asked why food trucks were not allowed on DL land. Cllr Cook explained that the council had requested a three-month trial period for this and had been refused. DL are looking at developing other options. **Facilities for young people:** A resident noted that there was quite a lot of provision for very young people but that there was very little for for young adults. DL representative answered that they were well on the way to providing some additional facilities by the summer of 2025 Cllr. Cook suggested that residents come to the Parish Council with their concerns to ascertain what action or discussions are ongoing on any matter. Calum Miller had attended a meeting of residents earlier in the evening. Cllr Cook introduced him and the meeting was well attended The notes from the NPWG meeting held on 2nd April had previously been circulated and are attached as an appendix to these minutes. The NPWG has now allocated roles and are now waiting for the new Administrative Assistant to be appointed. The next NPWG meeting will be held on 7th May 2025.

12/25	**Dorchester Living (DL):** The following updates were noted at the meeting: (i) DL are still working on the s106 schedule as mentioned earlier in the meeting. (ii) Some road repairs in Harris Road will be carried out imminently, and others would start next month. Repairs to Howard Road will be undertaken by Q3 this year. The schedule of road repairs includes Gordon Road and Walker Road. DL have written to the Chair giving firm dates for the road repairs. The letter is available to read on the council website (iii) The results from the GO Travel are expected imminently and will be published on the council website (iv) A resident said that communication between residents and DL are an issue. Promises are made when they move to the area but not kept. (v) The pump track and MUGA will be delivered during Phase 9. DL are waiting for the council to write to CDC to support the change of the S106 agreement. An outdoor table tennis table will also be installed by the play park. (vi) Community Centre (CC) decorating: It had originally been thought that only two rooms could be delivered within the available budget, but DL now hope to be able to do a little more. Cllrs reminded DL that the existing CC is important if residents will have to wait 3-5 years for the new CC to be built. DL said that they will come forward with a strategy for painting and repairs within a couple of weeks. (vii) The DL representative said that the development of Chilgrove Drive will be brought forward but some compromise is needed. He agreed that the council were waiting for some information and would be providing this on one complete bundle rather than piece-meal. (viii) The response to the public consultation on the Master Plan had been largely positive. DL are keen to understand concerns of residents. There followed a discussion between DL and resident on these concerns including clear timetables of works and coordination of communication between the various departments (ix) Cllr Cook noted that the proposed new community centre would not be big enough for the needs of the community and asked if the S106 agreement to build by 2028 could be deferred in order to revisit the design and siting. DL representative replied the S106 was a legal agreement which would be extremely difficult to alter.
13/25	**Calendar of Key Council Dates 2025-26:** To **approve** the meetings calendar for 2025/26. Cllr Cook proposed and Cllr. Tanner seconded the motion and the council **RESOLVED** (unanimous) to adopt the calendar
14/25	**Date of the Annual Parish Meeting:** To **confirm** the date of the Annual Parish Meeting. This will be held on **21st May 2025**
15/25	**Items Noted by Cllrs:** (No decisions can be made under this item). Cllr Mullineux reported that she had been approached by a resident regarding the use of the Community Garden by groups of young people. She had circulated photographs of empty lager bottles plus some empty packets of drugs. The resident had expressed safeguarding concerns as the youngsters were between 12 and 14 and were in the garden until the early hours of the morning. This is a fairly regular occurrence. Cllr Mullineux had contacted Cllr Nigel Simpson who had taken the matter to the Neighbourhood Sergeant and would get back to us when he had an update on Police plans to deal with the problem The DL representative asked if there was a drug problem in Heyford Park. Various councillors agreed that there was.
	Dates of the next meeting (in the Community Centre): **Annual Parish Council Meeting and regular monthly PC meeting**: 7.15pm on Wednesday 21st May 2025.

The meeting closed at 21.15 pm.

Signed: Clerk Stamp Copy

Date: 21/5/2025

Appendix 1

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

£570.79: Zurich Municipal Insurance

Appendix 2

Notes on NPWG meeting held on 9 April 2025 in HP Community Centre

Present: S Cook (SC), C Gother (CG), S Freeland (SF), , Bolanle Enilolobo (BE),

S Fry (SF), A Harris (AH) C Mullineux (CM).

Attending: R Wilde for drive round

1. The NPWG had a drive round the airfield, led by SF. They were shown the areas to be developed under the existing and the new Masterplan. The group extended thanks to SF for facilitating the drive round.
2. SF and CM had interviewed a candidate (Rebecca Wilde) for the post of Admin Assistant. Both recommended that she was an excellent person for the job. Rebecca joined the group for the drive round and impressed the group with her enthusiasm. SC made a provisional offer of the post, subject reference and full Council agreement.
3. There followed an open forum where members discussed the general situation at Heyford Park.

Date of next meeting: 7 May 2025

Action Check List

Minute Ref	Action	Actioner	Action Status
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	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.	Chair	Ongoing
81/24	Draft proposal about s106 suggestion to be produced for Cllrs to consider.	Cllrs Cook and Mullineux	Ongoing
91/24	Emergency Plan Working Group: Quotes for submersible pumps and portable emergency lights.	EPWG Chairperson	Ongoing
172/25	Co-option of a Cllr.	The Clerk	Completed

	(CDC) will be informed that Sally Freeland has been co-opted, email key council documents to Cllr Freeland, and arrange for a parish council email to be set up for her.		
177/24	Extension of deadline for applications for the post of Administrative Assistant. The web site will be updated to reflect the extended deadline.	The Clerk	Completed
178/24	Terms of Reference for the Staffing Committee. The terms of reference will be posted on the web site.	The Clerk	Completed
179/24	Updated Investment Strategy, and Statement of Internal Control. The updated documents will be posted on the web site	The Clerk	Completed