

UPPER HEYFORD PARISH COUNCIL
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Minutes of Parish Council Meeting 12 February 2013

Present: Chairman; Lt. Gen. RC Menzies, Councillors: Jo Allen, Chris Scarrott, Roger Burt, Pete James and Parish Clerk Jack Goodman.

Apologies for Absence: Cllr Alison Graham

Code of Conduct: The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.

Public Forum: No members of the public attended.

Consideration of Dispensations: No requests for dispensations were tabled.

Approval of Minutes: The minutes of the 17 January 2013 Council Meeting were approved by the Council as true record and signed by the Chairman and Clerk

1) Matters Arising:

- a) **Community Governance Review:** The Clerk briefed that the Parish Council's response, proposing separating Upper Heyford Parish from Heyford Park at the appropriate time, had been sent and acknowledged by Cherwell District Council. Notification of support for the Parish Council position was received from District Councillors, Mike Kerford-Byrnes and James McNamara.
- b) **Village Hall Project:** New entrance doors should be installed within a month, along with push pads for the patio doors. Quotes have been received for the new patio, a supplementary request has been sent to the patio bidders to add the cost of extending the Village Hall car park. When these have been received, grant funding will be requested. Simon van Zwanenberg has surveyed the Village Hall and prepared an acoustics pattern report. This will be submitted to acoustic tiling suppliers for their quotes to install acoustic tiling in the Village Hall.
- c) **Diamond Jubilee Memorial:** The Clerk briefed that about £1,000 could sensibly be made available to fund the memorial bulletin boards from Council funds. The Council agreed that two new bulletin boards would be purchased from the catalogue supplied by Cllr Allen. A 4ft by 8ft model for the Village Hall and a 4ft by 4ft model for the Reading Room. It was agreed to purchase the Village Hall bulletin board now. Funding for the Reading Room board will need to be considered at a later date. Cllr Allen suggested that money earned from the Crème Tea project could be used for this purpose. It was also noted that the Council bulletin board at the bottom of Mill Lane is in need of a new mounting surface. The maintenance of this bulletin board by Mr Chris Steele was gratefully acknowledged. The Clerk was asked to contact Mr Steele to see if he could help to replace the posting surface. The Clerk was also instructed to action purchase of the Village Hall bulletin board, with appropriate commemorative plaque.
- d) **Playground Project Update:** Councillor Allen briefed that one public showing of the proposed schemes has been completed. The display will also be on view at the Friendship Evening on 23 February. When comments are collated, the proposals will be tabled by the Parish Council for the decision on which scheme to pursue. Grant funding can then be requested.
- e) **Public Liability Review:** Cllr Scarrott briefed confirmed that potholes and poorly seated manhole covers are an increasing problem. The Clerk and Cllr Scarrott will update the previous report presented to Oxfordshire Highways and the Clerks will re-submit the report for action by OCC.

- f) **Registration of Village Green:** The Clerk briefed that conveyance documents have been received proving Parish ownership of a portion of the village green. The area behind the Reading Room and the current cemetery are not included in this purchase. The Clerk has requested a search by New College of their records to see if documentation for the earlier purchase of the not included land. The Council also instructed the Clerk to pursue registering the Council's "right to bid" on this land. The registration of the registered portion of the green will continue. Registration of the rest of the green can proceed under Section 15-8 of the relevant act should ownership not be provable.

2) Finance:

- a) **Current Expenditure and Financial Position:** The Clerk presented and briefed the current budget status and expenditure/receipts ledger for transactions since last Council meeting. Relevant extracts were given to each Councillor for their files and are also attached to these Minutes for the record.

3) Correspondence:

- a) **Parishioners Letter, Allotment Management.** The Clerk briefed letter sent to the Allotment Trustees, copied to the Parish Council, requesting action on the appearance of the Allotments. The Clerk was instructed to contact each of the Trustees acknowledging the Council's receipt of the letter and requesting information on the action the Trustees intend.
- b) **Request from Heyford Park Residents Association:** The Clerk briefed that the Residents Association has requested that they be allowed to use a portion of the grant the Council provided for the purchase of poo bags for distribution to dog owners on Heyford Park. The use of the grant funds for the purchase, amounting to £57.85 was approved. The Clerk will notify the Residents Association.

4) New Business:

- a) **Friendship Evening:** Councillor Allen briefed the preparations for Friendship Evening, to be hosted by the Parish Council, scheduled for 23 February. Publicity through posters and information in the Valley News and Around the Fountain has been done. Nigel Atherden is purchasing wine and soft drinks. Mary Goodman is preparing name tags. Displays of Parish Organisations and the Playground Scheme have been requested. Nibbles will be purchased with some additional provided by volunteers.
- b) **Consideration of New Bank Accounts for Parish Council:** The Clerk requested that the Council consider moving Parish Accounts to Unity Trust Bank. This bank is optimised for charitable and parish council accounts, and provide on line banking facilities. Information was distributed to Councillors and the request will be considered at the next Parish Council meeting.
- c) **Appointment of New Allotment Trustee:** The Clerk briefed that one Allotment Trustee will need to be re-appointed at the Annual General Meeting in May, the Council will need to consider the mechanism for this at the next Parish Council Meeting.

5) Any Other Business:

- a) **Cemetery Shed:** Councillor Burt briefed that on reflection, the best option for the improvement to the appearance of the Cemetery Shed was to paint and plant shrubbery. The Council agreed. Note: This item inadvertently left off of agenda. Decision will be confirmed at next PC Meeting

6) Date of Next Meeting: 21 March 2013

The Chairman closed the meeting at 8:15 PM

JLG 24/02/13