

UPPER HEYFORD PARISH COUNCIL
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Minutes of Parish Council Meeting 17 January 2013

Present: Chairman; Lt. Gen. RC Menzies, Councillors: Alison Graham, Jo Allen, Chris Scarrott, Roger Burt and Parish Clerk Jack Goodman. Cherwell District Councillor Mike Kerford-Byrnes, Parishioners Timothy Bigelow and Carole Crother

Apologies for Absence: Cllr Pete James

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

Public Forum: The Chairman welcomed the attending Parishioners to the meeting and offered the opportunity for a statement or questions. Mr Bigelow and Mrs Crother both related that the Heyford Park Residents Association is in a transition period, with a new Chairman to be elected. There is a desire to engage more with the Council and with Dorchester Group.

Consideration of Dispensations: Requests for dispensation were received by the Clerk to allow Councillors to discuss and vote on the setting of the Parish Precept. Requests were received from Lt Gen Menzies, and Councillors Burt, Allen, Graham and Scarrott. The Council voted on each request separately. All were approved unanimously with the requestor abstaining.

Approval of Minutes: The minutes of the 18 December 2012 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 reminded the Council that comments on the forthcoming review of Parish organisation are required by 31 January. Cllr Kerford-Byrnes said that he has volunteered to be part of the District Council committee that will make the recommendations and that, whether or not he is selected, he would be happy to represent the views of the Parish at Cherwell District Council. After lengthy discussion, the Parish Council concluded that the growth of Heyford Park, and the possibility that it would remain a managed estate, will lead to a different set of demographics and needs from that of the Village. The Chairman asked the opinion of the Parishioners present from Heyford Park and they were in agreement. The Council therefore unanimously concluded that the best option would be to split Upper Heyford Parish into two, with Upper Heyford Village and Heyford Park becoming separate Parishes. A period of time two to three years hence would seem to be appropriate, both because of the increase in housing on Heyford Park, and because of the election due in 2015. The Clerk was instructed to prepare a letter for submission to Cherwell DC.
- b) **Village Hall Project:** Doors and panels for the entrance foyer have been ordered. Installation of the doors and tiling of the entrance will then be completed. Acoustic panelling still needs to be sourced and installed. When these are complete, there will be an estimated £1,700 left in the grant. This should be enough to buy and install new doors for the Pavilion. The football club will contribute towards that cost.
- c) **Diamond Jubilee Memorial:** Councillor Allen produced a catalogue section with appropriate bulletin boards. The Clerk will examine the funding situation and report back to the next Council meeting.
- d) **Cemetery Shed:** Councillor Burt showed several options for the cladding of the shed. The Council agreed that shiplap cladding was the best option. Cllr Burt estimated the cost of the material would be

between £300 and £400. The Council approved the project for next Spring. Cllr Burt agreed to manage the project.

- e) **Playground Project Update:** Councillor Graham reported that a third proposal will be received shortly. The Village Hall has been booked for the afternoon of Sunday 10 February for a public consultation on the proposals. The proposals will also be viewed at the Friendship Evening scheduled for 23 February. Following the consultation, a scheme will be chosen and grant funding solicited.
- f) **Public Liability Review:** Cllr Scarrott briefed that he and Cllr James have cleared the path from The Green to the High Street of leaves and overgrown grass. The path has drain water from an adjoining house running on to it. The Clerk was asked to investigate the legality of this. Cllr Allen has also agreed to investigate non slip surfaces for the path. Cllr Scarrott reported that a manhole cover at Rising Hill needs repair. Cllr Burt reported a problem with drainage at the bottom of Mill Lane. The Clerk will work with Cllrs Scarrott and Burt to find a solution to these problems.
- g) **Registration of Village Green:** The Chairman, Cllr Scarrott and the Clerk met with a representative of Oxfordshire County Council to review our application. Several administrative errors were pointed out. There was also a question on the ownership of the land to the north of the Reading Room. The Clerk will address these issues. Overall, the prospect of registering The Green looks promising.

2) Finance:

- a) **Current Expenditure and Financial Position:** The Clerk presented and briefed the current budget status and expenditure/receipts ledger for the year to date. Relevant extracts were given to each Councillor for their files and are also attached to these Minutes for the record.
- b) **Precept:** The Council agreed to set a Parish Precept of £15,200 for financial year 2013/14. With the application of central government and Cherwell grants towards the precept, the per capita precept rises from £38.66 per band D household to £39.22, an increase of 56p. This is the first increase in the precept in three years. A modest increase was deemed advisable due to inflation and the need to replenish Council reserves in advance of anticipated cuts in central government support next year.

3) Correspondence:

- a) **Amenities Management Committee Minutes:** The minutes of the AMC were noted with no objections.

4) 4. New Business:

- a) **Friendship Evening:** The Friendship Evening is scheduled for the evening of 23 February with the Parish Council as host. The Council agreed to approach the AMC for funds from the Community Fund.
- b) **Renewal of Standing Order, Powers Delegated to Clerk:** Subject standing order produced in Council on 19 December 2011 was reviewed and approved for continuation by Council. The Clerk was also authorised to act for the Council in the matter of the Registration of the Village Green.
- c) **Date Changes to Council Meetings:** The Clerk reported he will not be available to attend Council meetings scheduled for 21 February and 19 September. The Council agreed to change those dates to Tuesday, 12 February and Thursday, 12 September respectively

5) Date of Next Meeting: 12 February 2013

The Chairman closed the meeting at 9:15 PM

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