

UPPER HEYFORD PARISH COUNCIL  
Sarah Morgan-Harris, Clerk to the Council,  
Appledaune, Orchard Lane, Upper Heyford, Bicester, OX25 5LD  
Email:parishclerk@upperheyford.com

## **Minutes of Parish Council Meeting 10th June 2021 Meeting held at the Village Hall, Upper Heyford**

**Present:** Chair: Jo Allen, Councillors: Paul Weaver, Derek Burrows, Deborah Jones, Parish Clerk: Sarah Morgan-Harris

**Apologies:** Janet Tyson

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

1. **Consideration of Dispensations:** None
2. **Public Forum:** None
3. **Approval of Minutes:** The Council approved the minutes of 20th May 2021 Parish Council meeting.
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Repairs to playground, follow up email to Trevor **Action SMH**
6. **Matters Arising:**
  - a. **Traffic Calming/Gates** – As a result of the lack of clarity with regards to the S106 money the Parish Council would fund the vast majority of the money to purchase a SID system along with Parishioners Chris Coe and Alex Gregory agreeing to look at fundraising for some of the money. Once the S106 money was established that could potentially be allocated to more traffic calming within the village. Cllr Weaver agreed to order the system and liaise with Dave Catling (OCC) regarding installation.
  - b. **Port Way Crossing** – A solution has been provided and awaiting date to go ahead.
  - c. **Bus Shelter Repairs** – Bus stop improvements currently on hold, a new contractor is being appointed, and no purchase order will be approved until further notice. It was agreed to place this agenda item under deferred items.
  - d. **Suspicious Activity** – Cars parked at Allens Lock, it was agreed to contact Louise Beaumont.
  - e. **UHPC Website** – The website is ready to go live, Cllr Weaver to liaise with Simon and it was agreed to look at our own specific Parish Council website.
  - f. **Allen's Lane Grass Verge Wildflower Planting** – Completed. It was agreed to look at another part of the village for Autumn. Place on deferred items.
  - g. **SSE Update** – Contact has been made with the allotment committee requesting an easement document, Solicitor has been contacted with completion by Autumn.
  - h. **Reading Room Window Repair** – Cllr Burrows met with contractor to survey, start date to be confirmed, **Action DB**
  - i. **Orchard Close Working Party** – Awaiting a decision from Residents. Place on deferred items.
  - j. **Recreation Playground** – Look into CCTV due to bins being filled and dogs still off lead on recreation ground.
  - k. **Village Celebration Event** - A date of 4<sup>th</sup> September was agreed at the Reading Room. Music to be determined, villagers to bring a picnic, Cllr Allen to draft an email/flyer advertising the event in more detail. Possible 12 start and 8pm finish. **Action JA**
  - l. **Ground Source Heating Scheme** – Canvassing of properties will commence shortly to establish property types and survey.
  - m. **Climate Change Projects** – Place under deferred items.
  - n. **School Lane Waste Bin** – Replacement needed, awaiting details from Bicester TC. **Action JA**
  - o. **Football pitch hire** – Cllr Burrows to look at extra cut.
  - p. **Reopening of Reading Room and Village Hall** – Gradual opening with keyholders initially agreed by all. A new cleaner has been appointed.
  - q. **Village Parking** – Notices to be placed on vehicles about considerate parking, wording agreed, need to laminate and circulate. **Action SMH**
  - r. **New Councillor** – Advertise Vacancy on the village notice boards for 10 days.
  - s. **Proposed Mobile phone mast, Camp Road** – No further correspondence, place under deferred items.
  - t. **250 Bus Service** – No further update, place under deferred items.
  - u. **Allotment/Post** – A 6ft pole is required to place sign, Private No Public Right of Way. Cllr Burrows to source.
  - v. **Spring Clean** – Successful completion, look to do another during Autumn.
  - w. **Village Planters** – Traffic calming Potential purchase using S106 money, consult with villagers via a questionnaire.

7. **Correspondence:**  
Cllr Corkin email regarding community payback has been noted.  
Peter Burwell email regarding strimming school lane – a Parishioner has now mowed and strimmed the area.  
Helen Burwell email regarding traffic calming has been noted and responded to.
8. **New Business:**  
**Ardley Rail Freight Terminal** – Email village group and Whatsapp group with proposal and place on noticeboards.  
**Heyford Masterplan traffic mitigation** –  
**Dog Mess, Church Walk** – monitor situation.
9. **Current Financial Position:**
  - a. **Current Financial Position:** Parish Clerk briefed the PC and provided financial information for end of year accounts audit which was subsequently approved.
10. **Deferred Item Review:**  
**Storage Shed** – working parties needed  
**Cemetery Project** – Upto date records to be provided to the PC  
**Bus Shelter Pop up ideas**
11. **Planning:**  
**Walnut Tree Cottage** – no issues  
**Orchard Cottage, work to trees** – no issues  
**Bunny Row** – no objections.
12. **Any Other Business/Discussion Items:**  
**Meeting:** 8<sup>th</sup> July, 9<sup>th</sup> September, 7<sup>th</sup> October, 11<sup>th</sup> November.

There being no further business, the meeting adjourned at 9.35pm

**SMH**  
**15/6/2021**

**Signed:**  
**Jo Allen**  
**Chair**

**Sarah Morgan-Harris**  
**Parish Clerk**