

UPPER HEYFORD PARISH COUNCIL  
Sarah Morgan-Harris, Clerk to the Council,  
Appledaune, Orchard Lane, Upper Heyford, Bicester, OX25 5LD  
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## **Minutes of Parish Council Meeting 20th May 2021 Meeting held at the Village Hall, Upper Heyford**

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

### **Apologies**

**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 8<sup>th</sup> April 2021 Parish Council meeting.
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Repairs to playground, follow up email to Trevor and contact Oxfordshire Play Association  
**Action SMH/JA**
6. **Matters Arising:**
  - a. **Traffic Calming/Gates** – Cllr Weaver and Cllr Allen met with Dave Catling (OCC) a walk of the area was conducted to site a VAS system, the recommendation was for a mobile system and Dave Catling offered to have the system installed under a maintenance agreement – socket and pole £260 + VAT, the device would be solar, approx. costs in the region of £3,195 with Bluetooth £295. Cllr Corkin to liaise with Jackie Cox re funding on the 23<sup>rd</sup>. The PC agreed that we need to go ahead with the system, but hold off until Cllr Corkin establishes where the S106 money is and how we can access it.
  - b. **Port Way Crossing** – A solution has been provided using S106 funding and scheme to be progressed. Awaiting Engineer to contact us when they do their site survey. Awaiting update.
  - 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. No update.
  - d. **Playground signs** – Cllr Burrows has put up the signs on the play area fence along with the new dogs on lead signs.
  - e. **Suspicious Activity** – Nothing reported.
  - f. **UHPC Website** – Cllr Weaver to contact Simon Van Z **Action PW**
  - g. **Allen's Lane Grass Verge Wildflower Planting** – Completed. It was agreed to look at another part of the village for Autumn.
  - h. **SSE Update** – Contact has been made with the allotment committee requesting an easement document – allotment committee need to agree as well as go through a Solicitor.
  - i. **Reading Room Window Repair** – Cllr Burrows to confirm a start date with Contractor (Glenn) **Action DB**
  - j. **Orchard Close Working Party** – Awaiting a decision from Residents.
  - k. **Recreation Playground** – PC to continue to review the impact and any suggestions over the coming months. Cllr Corkin confirmed that having spoken to Dorchester, 3 play areas would be open on HP by the end of June.
  - l. **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**
  - m. **Ground Source Heating Scheme** – Update on Zoom last week, awaiting grant details.
  - n. **Climate Change Projects** - £1,000 has been granted to us by Cllr Ian Corkin for trees, hedgerows and wildflowers. Hedgerow length is 100 feet, visit Nicholsons who can provide suggestions of types of hedgerow and how many whips and trees to plant in the Autumn **Action JA/DJ**
  - o. **School Lane Waste Bin** – Replacement needed, awaiting details from BicesterTC. **Action JA**
  - p. **Football pitch hire/Rubbish** – New charges were put forward £20 Tuesdays, then £20 per match played and £20 for Children's team at the end of June period.
  - q. **Reopening of Reading Room and Village Hall** – Awaiting more advice. All agreed with booking clerks a slow phased opening to ensure compliance, starting with keyholders.
  - r. **Village Parking** – Notices to be placed on vehicles about considerate parking, Parish Clerk to put wording together. **Action SMH**
  - s. **New Councillor** – Advertise Vacancy on the village notice boards.
7. **Correspondence:**
  - Proposed re-siting of mobile phone mast, Camp Road** – PC response objecting has been sent, no response back yet.

**Friends of Heyford Station Grant** – The PC are not in a position to offer any financial assistance currently.

8. **New Business:**

**250 Bus Service** – It is looking likely that we will lose our 250 bus service to the Village by December 2022. Emily Daly and Cllr Allen to attend a meeting along with Cllr Corkin to look for a way forward, as will potentially isolate individuals within Upper and Lower Heyford.

**Allotment Sign & Post** – Order a post for the track and sign, wording needs to be confirmed. **Action Cllr Allen to confirm wording with Allotment Trustees.**

**Village Spring Clean** – to take place Saturday 22<sup>nd</sup> May, a team of volunteers have been recruited.

9. **Current Financial Position:**

- a. **Current Financial Position:** Parish Clerk briefed the PC and spreadsheet circulated regarding financial position along with a list of payments for authorisation.

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:**

**The Barn, Somerton Road, changes to window height – no issues**

**Orchard Cottage, work to trees – no issues**

**63 Mill Lane, extension** – Cllr Tyson & Cllr Weaver abstained from comment due to being close neighbours. Cllr Allen & Cllr Burrows had no issues

12. **Any Other Business/Discussion Items:**

Planters for the Village to slow down traffic like the ones in Kirtlington – **Action Cllr Allen to look at any available funding**

**Lead Councillor Valley News Copy** – Cllr Burrows May/June

**Meeting:** 10<sup>th</sup> June, 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 10.10pm

**SMH**

**28/5/2021**

**Signed:**

**Jo Allen**

**Chair**

**Sarah Morgan-Harris**

**Parish Clerk**