

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 11th February 2021 Meeting held via Zoom Conference

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

Apologies: Vicky Alesbury

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 7th January 2020 Parish Council meeting
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Repairs to playground in response to RoSPA report. Parish Clerk to contact Richard Townsend based in Ardley.
6. **Matters Arising:**
 - a. **Traffic Calming/Gates** – Awaiting information from Cllr Ian Corkin re S106 funding. Cllr Allen to contact Lower Heyford re. their scheme.
 - 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.
 - 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. Cllr Allen to contact Simon Fry re. 250 Service.
 - d. **Playground signs** – Awaiting delivery of sign. Cllr Burrows to chase **Action DB**
 - e. **Suspicious Activity** – A notice was placed in December edition of Valley News. Keep monitoring.
 - f. **UHPC Website** – Website has had an uplift, and log in details now provided. Cllr Weaver to contact Simon Van Z to see if there is any easy upload to the website. Parish Clerk to continue to display Agenda, Minutes and Financials on the Noticeboards. Parish Clerk to chase money from Healthy Heyford for yoga costs in 2020.
Action SMH
 - g. **Rising Hill Grass Verge** – Cllr Allen & Cllr Burrows conducted a socially distanced walk around the village 10.1.21 to identify areas to be cut. Parish Clerk to contact Green Scythe to cut Rising Hill verge 3 times per year
Action SMH
 - h. **Allen's Lane Grass Verge Parking** – Cllr Burrows to ask Hugh Jones to top cut the verge in preparation for wildflower planting in April 2021.
 - i. **SSE Update** – Cllr Allen emailed for an update on 9.2.21 and was told that projects should be completed by Autumn 2021.
 - j. **Reading Room Window Repair & Recreation Ground Wall** – Parish Clerk contacted Andy who is a builder on Mill Lane, Andy reported that the window was beyond repair and has signs of woodworm, he suggested Sash Windows in Oxford. The Recreation wall has now been repaired. **Action SMH**
 - k. **Lead Councillor Projects** – All Councillors agreed to produce an article for the above publications on a rota. PW Feb/Mar, DB Apr/May, DJ June/July, VA Aug/Sept, JT Oct/Nov.
 - l. **Orchard Close Working Party** – Cllr Burrows spoke to parishioner to suggest residents get together and the PC will support.
 - m. **Covid Update** – Recreation ground play area Covid signs have been pulled off the fencing and thrown into hedges. Cllr Weaver placed a new Covid poster on the entrance to the playground along with a reminder of rules in Round the Fountain.
 - n. **Mower Service** – Cllr Burrows to check mower details to get a quote for service. **Action DB**
 - o. **Great Wolf Appeal** – Parish Clerk to send link to the inquiry around village email. **Action SMH**
 - p. **Playgrounds** – To remain open during latest lockdown.
 - q. **Recreation Park Hedge** – Cllr Jones offered to source hedgerow whips and fencing/posts to use for this project.
Action DJ
 - r. **Winter Contingency Plan** – Parish Clerk emailed a contingency plan, need to look at bigger risks snow/power cuts. **Action ALL**
 - s. **Village Celebration Event** - All agreed a village event would be a good way to celebrate this year, on the Green. Possibly bring your own picnic and chairs. We can put up marquees with sides off. We can socially distance if required. Could have it as ticket event if numbers too high and spread throughout the day.

7. **Correspondence: None**
8. **New Business:**
9. Ground Source Heating System – Cllr Burrows gave an overview of this project which is purely research and possible government funding. He stated that the Heyford Heating working party would like PC support in principle but no obligation or costs for the Council. Cllr Burrows was proposed for liaison with heating group and PC Seconded by JT. To keep PC updated.
10. **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.
11. **Deferred Item Review:**
 - Climate Change Tree Planting Project/Wildflower Planting** – working parties needed
 - Storage Shed** – working parties needed
 - Cemetery Project**
 - Spring Clean up** – defer 2021
12. **Planning:**
 - New Roots – no objections**
 - Westerly Cottage – no objections**
 - Hillside Cottage – no objections**
13. **Any Other Business/Discussion Items:**
 - Police liaison Zoom meeting 24th February Cllr Burrows and Cllr Allen to attend. Cllr Burrows may have to leave early as he has another meeting. **Action Cllr Burrows to book spaces.**
 - Recreation Park kissing gate. A resident mentioned that her child had attempted to get through the side of the gate. **Action Cllr Allen** to check the gate.
 - Climate Change - what can we do in our village? Ideas for next meeting. So far wildflower verges, tree and hedge planting, produce reuse/recycle directory.
 - A resident suggested to use the RR for people working at home so they could network together. At present with COVID that wouldn't be possible as no one from another household are allowed to be inside together. Things to consider - Who would manage the workers e.g. who would clean, empty bins etc after every session? Costs for the RR? Insurance? Would have to fit in with regular bookings. A lot to consider before decision could be made.
 - Fix my Street – Cllr Weaver had put on quite a few issues and they have all been fixed quickly.
 - Defib – Cllr Weaver had organised for Defib to be mended and is now working. If anyone notices it isn't lit up please report to him.
 - A smart meter has been fitted in the RR with thanks to Cllr Weaver for organising.
 - RR Blinds need repairing.
 - A resident asked for the bin to be emptied on School Lane. He was cross because he had asked once before and although the Parish Clerk had emailed CDC she had not received a reply. Parish Clerk has chased up again.

Meeting: 11th March 2021, 8th April 2021, 13th May (AGM) 20th May, 10th June, 8th July, 9th September, 7th October, 11th November.

There being no further business, the meeting adjourned at 9.30pm

SMH
15/2/2021

Signed:
Jo Allen
Chair

Sarah Morgan-Harris
Parish Clerk