

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 7th January 2021 Meeting held via Zoom Conference

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

Apologies: Deborah Jones, 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 12th November 2020 Parish Council meeting
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Repairs to playground in response to RoSPA report. Cllr Allen to contact Somerton PC
6. **Matters Arising:**
 - a. **Traffic Calming/Gates** – Awaiting information from Cllr Ian Corkin re S106 funding.
 - b. **Port Way Crossing** – A solution has been provided using S106 funding and scheme to be progressed. Engineer to contact us when they do their site survey.
 - c. **Bus Shelter Repairs** – Bus stop improvements currently on hold, a new contractor for OCC is being appointed, and no purchase order will be approved until further notice.
 - d. **Playground signs** – Awaiting delivery of sign. **Action DB**
 - e. **Scaffold Business Orchard Lane** – Equipment has been removed and no activity to date.
 - f. **Suspicious Activity** – A notice was placed in December edition of Valley News. Keep monitoring.
 - g. **UHPC Website** – Website has had an uplift, need access to be able to upload documents. Parish Clerk to chase as well as money from Healthy Heyford (ringfenced in the Community Fund) for yoga costs in 2020. **Action SMH**
 - h. **Rising Hill Grass Verge** – Cllr Allen to call Nigel at Green Scythe for a quote. Cllr Allen & Cllr Burrows to conduct a socially distanced walk around the village 10.1.21 to identify areas to be cut **Action JA/DB**
 - i. **Allen's Lane Grass Verge Parking** – Cllr Burrows to lead – planting in March 21.
 - j. **SSE Update** – No updates to report.
 - k. **Reading Room Window Repair & Recreation Ground Wall** – Cllr Burrows awaiting quotes from Dennis, and has approached Orchard joinery for a quote. Cllr Burrows to speak to Bob for a quote for the recreation ground wall. **Action DB**
 - l. **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.
 - m. **Risk Assessments** – Draft agreed.
 - n. **Orchard Close Working Party** – Cllr Burrows spoke to parishioner to suggest residents get together and the PC will support.
 - o. **Covid Update** – Cllr Burrows/Cllr Allen to check Covid signs in playgrounds. Cllr Weaver to put Covid reminder in Round the Fountain.
 - p. **Pharmacy Heyford Park** – Handwritten letter sent.
 - q. **Dog Mess Church Grounds** – Notice placed in Valley News.
 - r. **Mower Service** – Cllr Allen to email Jack Goodman re. garage key. Cllr Burrows to check mower details to get a quote for service. **Action DB**
 - s. **Great Wolf Appeal** – Cllr Allen to send draft to Parish Clerk to email info around the village re. selling of raffle tickets to support the fundraising towards the QC costs. **Action JA/SMH**
 - t. **Barley Mow Assets of Community Value** – Parish Clerk/Chris Coe and Duncan Hedley put together a successful application to secure the Barley Mow as an asset for the next 5 years.
 - u. **Playgrounds** – To remain open during latest lockdown.
 - v. **Recreation Park Hedge** – There are gaps in the hedge where people are going through it from Heyford Park. Signs are required 'Private Property no public right of way' to place on the track to the entrance on Camp Road. PC agreed to pay half toward the costs. Contact Allotment Committee to contribute half due to it being their land. Speak to Farmer to help with fencing off the field and PC to re plant hedge.
 - w. **Camp Road narrow pathway** – Completed and made more socially distant for the public.
 - x. **Winter Contingency Plan** – Parish Clerk to draw up a simple plan and send around to Councillors for comments.

7. **Correspondence:**

- a) Marc Thielke storm water grant – Information sent to Cllr Corkin where surface water is problematic.
- b) Mr & Mrs Wharton – Blocked drains on Orchard Lane and Camp Road following heavy rainfall in December. Parish Clerk suggested reporting on Fix my Street and details to Cllr Corkin.
- c) Valley News Proposals – Agreed to continue support and contributions to publication.

8. **New Business:**

None

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.
- b. **Parish Precept** – Parish Clerk presented the precept figures and a 5% rise was agreed by all.

10. **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

11. **Planning:**

- a. **Pala, Orchard Lane Mr & Mrs O'Brien** – Cllr Jones has a vested interest, abstained from comment. Cllr Weaver to check planning details against MCNP policies.

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

1. Lime Trees, High Street – reported on Fix my Street, case assigned.
2. Marc Thielke requested for a community building to operate for food bank – Our buildings are not open during COVID and we have no hygiene certificate. Food bank and delivery is being organised by volunteers.
3. Training for Councillors and Parish Clerk – look through the list and feedback at next meeting.
4. EDF contract for Reading Room – Cllr Weaver finalised details.
5. Celebration event for village in July/Aug, ideas needed please. Marquee could be used and Reading Room and the whole green if still socially distancing.
6. Change Wifi passwords for Reading Room and Village Hall in January annually.

Meeting: 11th Feb 2021, 11th March 2021, 8th April 2021.

There being no further business, the meeting adjourned at 9.27pm

SMH

11/1/2021

Signed:

Jo Allen

Chair

Sarah Morgan-Harris

Parish Clerk