

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 11th November 2021 Meeting held at the Village Hall, Upper Heyford**

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

**Apologies:** Deborah Jones, 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:** Marc Thielke – to raise an idea to mount a silver plaque against the memorial fence line; if Marc can get hold of the plaque can the PC get it mounted. Marc also raised the idea of a community woodland project at the rail terminal and warehouse proposal site. Speak to the MCNP.
3. **Approval of Minutes:** The Council approved the minutes of 7<sup>th</sup> October 2021 Parish Council meeting.
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Repairs to playground completed, no news on invoice. Manhole cover missing in Orchard Lane, fix my street.
6. **Matters Arising:**
  - a. **Traffic Calming/Gates** – There is a new allocation of S106 criteria that the PC are awaiting details of. Keep chasing. **Action JA**
  - b. **Port Way Crossing** – Awaiting date to go ahead.
  - c. **SSE Update** – Work to start in December.
  - d. **Reading Room Window** – Work starting 12<sup>th</sup> November.
  - e. **Recreation Playground/CCTV** – Installed and working, the PC have footage of individuals removing the sign. Letter to the school. **Action SMH**
  - f. **Heat Upper Heyford** – The North Aston visit went well. Avieco are requesting to hold an hour long presentation and Q&A on 16<sup>th</sup> December. The PC are happy for it to go ahead in the Village Hall. A report will be completed by the end of December.
  - g. **School Lane Waste Bin** – A replacement has been chased up with no response received. **Action JA**
  - h. **Football pitch hire** – ???
  - i. **Village Parking** – Wording to be agreed again to include the new initiative.
  - j. **Allotment/Post** – A 6ft pole is required to place sign, Private No Public Right of Way. Cllr Burrows quote sourced at £144.00, it was agreed to order it.
  - k. **Planters for Village** – It was agreed to send out a village questionnaire.
  - l. **Ardley Rail Freight Terminal** – No further news and it was agreed to place on the deferred items list.
  - m. **Dog mess Church Walk** – Cllr Allen to speak to Pete James regarding ongoing mowing and to speak with Ian Lough-Scott to see if the PCC would like the PC to place a notice. **Action JA**
  - n. **Bus Shelter outside of the Barley Mow** – The PC would like to retain the shelter and it was agreed to place on the deferred items list until further communication received.
  - o. **Antisocial behaviour in the Village** – The PC have been made aware of various incidents in the Village regarding antisocial behaviour and will continue to monitor the situation.
  - p. **Remembrance Sunday** – Brass Band invoice received and PC to pay cost.
  - q. **Flooding Notice** – A letter from CDC was issued regarding land dredging, it was unclear as to responsibilities as current policies are also unclear. Contact Cllr Corkin for advice and clarification and set up a meeting. Cllr Jones to draft a letter to send to Victoria Prentis. **Action DJ**
  - r. **Reading Room Brickwork** – Karl Moore has confirmed he will take a look and provide a quotation, other quotes are required. **Action SMH/DB/JA**
  - s. **PC Accountant** – Following the resignation of Nick Westbury, a new accountant is required to conduct the PC Internal Audit for Annual Governance purposes. Parish Clerk to contact other PC's to ascertain who they use for audit purposes. **Action SMH**
  - t. **Trees and Hedgerows** – Ordered and working party required to help plant once received.
  - u. **Leaking oil from vehicle** – The PC will monitor.

7. **Correspondence:**

Simon Van Zwanenberg regarding GDPR implications of the PC communicating on the Village email distribution list. It was agreed that the PC would stop communication on the village email, however another method of formal communication is required. **Action PW**

Clean Slate – Request for donations, it was agreed that the PC do not have the funds currently to offer any financial assistance.

8. **New Business:**

9. **Current Financial Position:**

a. **Current Financial Position:** Parish Clerk briefed the PC and provided financial information.

10. **Deferred Item Review:**

**Storage Shed** – working parties needed

**Cemetery Project** – Up to date records to be provided to the PC

**Bus Shelter Pop up ideas**

**Climate change project.**

**250 Bus service.**

**Suspicious Activity** – place back on agenda for January meeting

11. **Planning:**

**21/03614/TCA** – Mike Hardcastle, work to trees

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

Chris Coe to take on BT project for resilience.

Post broken by garage requires fixing

Cllr Burrows to look at playground maintenance.

**Meeting:** 6<sup>th</sup> January 2022, 10<sup>th</sup> February 2022, 10<sup>th</sup> March 2022

There being no further business, the meeting adjourned at 21.43pm

**SMH**

**15/11/2021**

**Signed:**

**Jo Allen**

**Chair**

**Sarah Morgan-Harris**

**Parish Clerk**