

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 6th January 2022 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:** Bryony Johnson

**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 11<sup>th</sup> November 2021 Parish Council meeting.
4. **Standing Agenda Items:** None
5. **Public Liability Review:** Manhole cover missing in Orchard Lane, and street lighting Tchure/Church Walk report to 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** – Awaiting paperwork and a further easement.
  - d. **Reading Room Window** – All complete.
  - e. **Recreation Playground/CCTV** – Installed and working, PC to monitor activity.
  - f. **Heat Upper Heyford** – All going to plan. Press for next stage of project and look at North Aston figures.
  - g. **School Lane Waste Bin** – A replacement has been chased up with no response received. **Action JA**
  - h. **Football pitch hire** – February games to invoice. **Action SMH**
  - i. **Village Parking** – Wording to be agreed again to include the new initiative. **Action SMH**
  - j. **Allotment/Post** – It was agreed to go ahead and order. Parish Clerk to pay invoice. **Action SMH**
  - k. **Planters for Village** – It was agreed to place to deferred items until we receive more information on S106 money.
  - l. **Ardley Rail Freight Terminal** – No further news and it was agreed to place on the deferred items list.
  - m. **Dog mess Church Walk** – PC to place a notice and Cllr Allen to speak with Pete James **Action JA**
  - n. **Antisocial Behaviour** – There have been a number of issues involving confrontational behaviour involving dog owners and dog attacks. PC write up in Valley News.
  - o. **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**
  - p. **Reading Room Brickwork** – Karl Moore has confirmed he will take a look and provide a quotation, other quotes are required. **Action SMH/DB/JA**
  - q. **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**
  - r. **Trees and Hedgerows** – Hedgerow planted with thanks to volunteers.
  - s. **Village email distribution** – PC to find a way of sending PC news via email that is GDPR compliant.
  - t. **Suspicious Activity** – PC monitoring, no new reports.
  - u. **Village Hall Bins** – A sign is needed on the bins to inform people that it is not a bottle bank facility.
  - v. **Queens Platinum Jubilee** – 5<sup>th</sup> June, the PC are looking for an organiser. Cllr Allen to see what Lower Heyford are planning.
  - w. **New Parishioners Welcome Pack** – Draft a letter and issue a welcome pack to new parishioners.
7. **Correspondence:**
8. **New Business:**

**Protocol for death of a monarch** – Book of condolences to be placed in the Village Hall

**Lindh and Maguire** – 30<sup>th</sup> Anniversary
9. **Current Financial Position:**
  - a. **Current Financial Position:** Parish Clerk briefed the PC and agreed the Precept percentage.
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 – Place back on the Agenda for February meeting.**

11. **Planning:**

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

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

There being no further business, the meeting adjourned at 21.50pm

**SMH**

**10/1/2022**

**Signed:**

**Jo Allen**

**Chair**

**Sarah Morgan-Harris**

**Parish Clerk**