

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**

### **15th June 2023**

### **Meeting held at the Village Hall, Upper Heyford**

**Present:** Chair: Jo Allen, Chair, Councillors: Deborah Jones, Bryony Johnson, Mark Hiles, Parish Clerk: Sarah Morgan-Harris

**Apologies:** Councillors Paul Weaver and Derek Burrows

**Code of Conduct:** The Chair reminded Councillors of the code of conduct requirements under the Localism Act of 2011.

1. **Consideration of Dispositions:** None
2. **Public Forum:** None
3. **Approval of Minutes:** The Council approved the minutes of 20<sup>th</sup> April 2023 Parish Council meeting.
4. **Standing Agenda Items:** None
5. **Public Liability Review:** RoSPA playground maintenance, Recreation Ground complete, there are still a few small items to complete in the Reading Room playground. It was agreed that Cllr Hiles and Cllr Burrows would complete these before the next RoSPA inspection in July.
6. **Matters Arising:**
  - a. **Heat Upper Heyford** – No further update has been received. It was agreed to place this matter onto the deferred items list.
  - b. **Reading Room Car Parking** – The PC have noted occasional parking is still happening and will continue to monitor and place notices on vehicles.
  - c. **Traffic Calming/S106 money** – The PC are continuing to chase OCC for an answer. Ongoing
  - d. **SSE Update** –Ongoing and still with legals. The PC are continuing to chase.
  - e. **Football Pitch Hire** – The original invoice has been paid and the PC have agreed that they are happy with the football club to continue playing under the new committee. Another team have approached the PC, Cllr Mark Hiles will liaise and update us at the next meeting.
  - f. **Village Parking** – Cllr Allen emailed Louise Beaumont who is our local PCSO to ask for advice on problematic parking areas within the village, Louise said that she will keep an eye out when they are in the vicinity. Parish Clerk to email Woodstock PC to ask about signs that were spotted in Woodstock regarding clearance for emergency vehicles as a result of inconsiderate parking.
  - g. **Bus Shelter Usage, Somerton Road** – It was agreed to trial a book swap, starting with a small shelf. Cllr Johnson has sourced. Still ongoing books have been donated.
  - h. **Tchure Maintenance** –Cllr Johnson has agreed to speak to the householders regarding the hedge that has overgrown along the Tchure.
  - i. **Oak Tree, Somerton Road** – A TPO has been placed on the oak tree on Somerton Road.
  - j. **Kings Coronation/Village Picnic** –The event was a success and the Parish Council would like to thank everyone who attended as well as the volunteers.
  - k. **Mower Service** –Awaiting the invoice. Cllr Weaver to put out a call for volunteers to help with the maintenance of the church yard.
  - l. **Village Green Shed** –Cllr Burrows awaiting costs for the removal. Ongoing.
  - m. **Website Update** –The Parish Council need to ensure that the website is upto date and compliant.
7. **Correspondence:**
8. **New Business:**

Abandoned vehicle on High Street – The PC to check if the vehicle is taxed and insured.  
Cemetery Fence Line – PC to apologise to The Cottage for not notifying them of the works to the fence line.
9. **Current Financial Position:**
  - a. **Current Financial Position:** Parish Clerk briefed the PC on current finances as well as a list of invoices for payment.
10. **Planning** – Nothing to report
11. **Deferred Item Review:**

**Storage Shed** – working parties needed  
**Cemetery Project** – Up to date records to be provided to the PC  
**Dogs off lead**  
**Climate change project.**  
**Recreation ground CCTV**  
**250 Bus Service**

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

The PC put forward an idea to place a memorial plaque for Vicky Neale, on a bench, to be located where the village green shed is currently positioned. It was well received.

There being no further business, the meeting adjourned at 21.10

Meeting dates: 5<sup>th</sup> July, 14<sup>th</sup> September, 12<sup>th</sup> October, 9<sup>th</sup> November.

**SMH**

**18/07/2023**

**Signed:**

**Jo Allen**

**Chair**

**Sarah Morgan-Harris**

**Parish Clerk**