

## **Minutes of Parish Council Meeting**

### **13th September 2023**

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

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

**Apologies:** Vice Chair: Paul Weaver, Councillor: Mark Hiles

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

1. **Consideration of Dispensations:** None

**Public Forum:** Mr & Mrs Sinclair, The Cottage, Church Walk. Please see matters arising under 4a below.

Nick Allcraft and Harvey –Mr Alcraft and Harvey attended re: 20mph. Both residents wanted to ensure that the PC doesn't agree with 20mph for the length of the Somerton Road without evidence of need. Cllr Allen offered a statistic from the UK Transport Research Lab, which shows that a person is 7 times more likely to survive if you are hit by a car driving at 20 mph than if hit by 30 mph. Cllr Allen also stated that a conversation had been undertaken with OCC requesting a 30mph on entry to Somerton Road (from Somerton) then drop down to 20 mph on approach to the Recreation ground and beyond. The rest of the village 20 mph. These are yet to be finalised with OCC.

**Approval of Minutes:** The Council approved the minutes of 20<sup>th</sup> July 2023 Parish Council meeting.

2. **Standing Agenda Items:** None

3. **Public Liability Review:** RoSPA playground maintenance now completed at both sites. The PC now need to review the latest RoSPA report that took place in July. The PC are currently trying to find a maintenance person to carry out checks and provide a quote for works. Cllr Hiles to look over the latest RoSPA report.

4. **Matters Arising:**

- a. **Cemetery fence line** – Mr & Mrs Sinclair attended the public forum regarding the recent cemetery hedgerow trimming works, which included felling and topping a leylandii tree overhanging the cemetery. Mr & Mrs Sinclair accepted the PC apology for lack of liaison pre start of the work and stated they did not want to go down the legal route as a result of the felling but feel their border is now exposed and needs securing. They felt the PC should compensate in some way. The PC apologised again that they were not made aware of the works in the cemetery but felt that it was not obliged to secure their garden. However, it was agreed that as two councillors were not present at the meeting a further discussion would take place at the next meeting.
- 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** –The project has started. Preparation works have commenced. The PC would like to thank Chris Coe for his liaison with Durkin who are the main contractors. Leaflets will be posted through doors of parishioners who may be affected by the works.
- e. **Football Pitch Hire** – Parish Clerk to be notified of dates going forward for invoicing. Parish Clerk to liaise with Cllr Hiles regarding the next invoice for payment.
- f. **Village Parking** – Still problematic in High Street, Mill Lane, Orchard Lane and Somerton Road. Cllr Allen has had a successful meeting with an OCC officer regarding deterrent measures for problematic parking that could be implemented in the next financial year.
- g. **Tchure Maintenance** –The PC are pleased with the maintenance to the Tchure.
- h. **Oak tree, Somerton Road** – OCC have confirmed that the tree is under a preservation order.
- i. **Website Update** –The website is upto date and compliant.
- j. **Cemetery mowing and hedges** –There is a part of the fence line that needs repair works.
- k. **Memorial plaque for Vicky Neale** –The PC have agreed to support the idea of a memorial plaque for Vicky Neale who recently passed away. The PC also agreed that the plaque will be placed on a bench that will be sited on the concrete plinth where the old shed was located opposite the main entrance to the cemetery.
- l. **Wild Oxfordshire** –there is no grant funding for trees but there is for hedgerows.
- m. **Somerton Rd Trees** - The PC to ask Cllr Ian Corkin to see if there is any funding available for trees along Somerton Road.

5. **Correspondence:**  
**Dawn Bunce** – Parking on Somerton Road. The PC are monitoring the situation and are in discussions with OCC as per 4f above.
6. **New Business:**  
Amenities Committee, Village Hall – the AMC needs new committee members as the current members are retiring.  
Reading Room – Remedial works are required to the door as there is no sill at the bottom and the bottom of the door is potentially rotting.  
Post Office Village Hall – Re-opening, a date to be confirmed.  
Bonfire Night – confirmed for 4<sup>th</sup> November. Duncan is happy to co-ordinate the fireworks.  
Pavillion, Village Hall – The water rates need to be transferred to the Parish Council and not the VHAC (village hall amenities committee).
7. **Current Financial Position:**
  - a. **Current Financial Position:** Parish Clerk briefed the PC on current finances as well as a list of invoices for payment.
8. **Planning** – Nothing to report
9. **Deferred Item Review:**  
**Cemetery Project** – Up to date records to be provided to the PC  
**Dogs off lead**  
**Climate change project.**  
**Recreation ground CCTV**  
**250 Bus Service**  
**Heat Upper Heyford**
10. **Any Other Business/Discussion Items:**

There being no further business, the meeting adjourned at 21.50

Meeting dates: 12<sup>th</sup> October, 9<sup>th</sup> November.

**SMH**  
**15/09/2023**

**Signed:**  
**Jo Allen**  
**Chair**

**Sarah Morgan-Harris**  
**Parish Clerk**