

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 12th October 2023 Meeting held at the Village Hall, Upper Heyford**

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

**Apologies:** Councillor Bryony Johnson

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

1. **Consideration of Disputations:** None

**Approval of Minutes:** The Council approved the minutes of 13<sup>th</sup> September 2023 Parish Council meeting.

2. **Standing Agenda Items:** None

3. **Public Liability Review:** The PC need to review the latest RoSPA report that took place in July. The PC have received a quote for the zip wire of £3,310. A quote is needed for all remedial works.

4. **Matters Arising:**

- a. **Cemetery fence line** – The PC have discussed the request for planting and as a gesture of goodwill can offer 2 leylandii trees with the offer of support to plant them.
- 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 and are chasing costings to support S106 money application. Ongoing.
- d. **SSE Update** – The project has started. Preparation works have commenced. Emergency access will be available by the Durkin site team or via a temporary filled compact trench. Residents have been made aware.
- e. **Football Pitch Hire** – Parish Clerk to liaise with Cllr Hiles regarding the next invoice for payment.
- f. **Cemetery mowing and hedges** – There is a part of the fence line that needs repair works. Cllr Burrows to look into repair works.
- g. **Memorial plaque for Vicky Neale** – A date is to be confirmed for the bench to be sited along with liaison with the Neale family regarding the plaque.
- h. **Wild Oxfordshire** – there is no grant funding for hedgerow whips, delivered 18 January for the allotment side of the Portway. A large working party is needed.
- i. **Somerton Rd Trees** – Cllr Ian Corkin has said that there is funding available. Nicholsons have provided a quote for cherry and maple trees along the Somerton Rd. The PC to ask the residents views for planting.
- j. **Amenities Committee Village Hall** – Kim has resigned and a new Chair is required for the AMC.
- k. **Reading Room door repairs** – Quotes are needed for the remedial works to the doors.
- l. **Pavillion Village Hall** – Parish Clerk to transfer and update contact and billing details into the Parish Council name.
- m. **Bonfire Night** – Duncan Hedley has confirmed that fireworks have been ordered. Wood is being collected. Parish Clerk to organise the soup arrangements.
- n. **Post Office, Village Hall** – The Post Office will commence from 17<sup>th</sup> September.

5. **Correspondence:**

CDC, regarding the emptying of the litter bin High Street/Church Walk there is water that is not draining and the water is stagnant. Cllr Burrows confirmed that he would take a look with a view to drilling some holes to release the water that is collecting.

Grass cutting agreement CDC – Parish Council to sign and return the agreement to CDC.

6. **New Business:**

Replacement dogs on leads sign needed for the Village Hall.

MCNP map – The PC reviewed the map and discussed the settlement area, amendments were made and will be forwarded to the MCNP Chair.

Neighbourhood Plan – Under review, there will be a public consultation to get it passed. A meeting in November will be proposed to review.

Remembrance Day – The Village Hall and band are booked. PC to order wreath through David Irvine, Royal British Legion.

Nipperkin Cottage, Somerton Road – PC to chase a response regarding the Land Registry.

**7. Current Financial Position:**

Parish Clerk briefed the PC on current finances as well as a list of invoices for payment.

**8. Planning:**

**23/02753/F** Mr & Mrs Phillipson, Glebe House, Mill Lane – Installation of a wind turbine to gable end of property. The Councillors discussed the application and had no comments to make on the application other than the fact that the property is in a conservation area.

**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**

**Village Parking**

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

**Remembrance** – Cllr Allen confirmed that the Hall and band are booked to mark the occasion. A wreath to be ordered via David Irvine of the Royal British Legion.

**Nipikin Cottage, Somerton Road** – The PC to chase a response to the Land Registry regarding the area of land that has been fenced off.

There being no further business, the meeting adjourned at 21.44.

Meeting dates: 9<sup>th</sup> November.

**SMH**

**15/09/2023**

**Signed:**

**Jo Allen**

**Chair**

**Sarah Morgan-Harris**

**Parish Clerk**