

## Minutes of the meeting of the Lower Heyford Parish Council held on 21st July 2016

Thursday at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), Mr. Thompson (LT), Mrs Turner

Members of the public : There were no members of the public present

In attendance: Cathy Fleet, Clerk

**07.16.01 Apologies:** Apologies had been received from Mr. Eggeling and Mr. Mortimore

**07.16.02 Declarations of Interest :** There were no declarations of interest

**07.16.03** Minutes of the last meeting held on 16th June 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**07.16.04 Public Participation**

There were no members of the public present.

**07.16.05 Clerk's Report and actions from previous meeting**

NO	ACTION	Update	To be Actioned by :
06.16.06	BE/PT to research seat options	completed	BE/PT
06.16.06	DB/PT to update maps and Clerk to inform Mark Probbitts of decisions.	completed	DB/PT/CF
06.16.07	Clerk to ensure the relevant documents are available on the website.	On-going	CF
06.16.09	PT to liaise with Sports & Social Club regarding purchase of lawnmower	completed	PT

**07.16.06 Highways/Footpaths**

The footpath from South Street to the B4030 is blocked.

**ACTION : Clerk to report to Sarah Aldous.**

Overhanging brambles in The Lane require cutting back.

**ACTION : Clerk to contact Mr. Jones (Upper Heyford)**

The matter of the seat in Market Square was discussed, The PCC are happy to have the old stone seat in the churchyard. It was decided that it would be better to have two separate benches rather than a circular one around the tree in Market Square. Benches made from recycled material would be idea as per the ones used in Upper Heyford. DB to find out from Upper Heyford details of suppliers. Letter to be sent to Tom Clayton asking if a donation may be possible.

**ACTION : DB to source suppliers of benches**

**07.16.07 Grass cutting**

The grass has been cut by Mark Probbitts this week. Lower Heyford has been done well and looks good, however, it was reported that some areas of Caulcott have been missed despite updated maps being supplied to Mark. Clerk to contact Mark and suggest that he speaks to Denise Ball to identify areas which need cutting/strimming

**ACTION : Clerk to contact Mark Probbitts**

**07.16.08 Meetings**

No meetings had been attended

**07.16.09 MCNP**

A map showing the settlement boundary of Lower Heyford had been requested by MCNP. After some discussion the boundary was identified and will be marked on a larger map for Clerk to send to Martin Lipson

**ACTION : Clerk to complete map and sent to Martin Lipson**

The spreadsheet regarding local groups and businesses requested by MCNP has been partially completed by Clerk and will be re-circulated to all councillors for any additions prior to returning to Martin Lipson

**ACTION : Clerk to re-circulate spreadsheet**

**07.16.10 FC Planning application**

The Football club require a form for Fields in Trust to be completed approving their intention to submit a planning application for an extension. This was approved and Clerk to return the form.

**ACTION : Clerk to complete and return Fields in Trust Form to Football Club**

**07.16.11 Draft constitution for Greater Heyford Opposition Group**

BE had circulated a draft constitution document for the proposed Greater Heyford Opposition Group requesting comments from councilors. It was agreed that no comments would be made until such time as BE was present (at the October meeting)

**07.16.12 Playground**

It had been reported to the Clerk by a member of the public that what appeared to be human excrement had been smeared all over one of the pieces of equipment in the playground. This had been confirmed by PT who has cordoned off the equipment and believes that she knows the culprit. It was agreed that this matter should be reported to the police as there have been other acts of vandalism in the village recently. PT will also arrange for the equipment to be cleaned

**ACTION : PT to report the matter to police and arrange for cleaning of the playground equipment**

The matter of the lawnmower for the Events Committee in order that they can cut the grass in the playground (free of charge) was discussed and it was agreed that up to £500 would be made available . PT to identify a suitable machine and liaise with Clerk for its purchase.

**ACTION : PT/CF to arrange purchase of lawnmower**

**11.15.13 Planning**

The following planning applications had been received :

- 15/01552/F 37 Freehold Street - APPEAL REFUSED
- 16/00116/TCA Treework at 83 FreeholdStreet - REFUSED
- 16/00144/TCA Ham House - fell Cedar tree - no objections
- 16/01273/F 28 South Street - no objections

**11.15.13 Finance - The following accounts were approved for payment**

Payee	Detail	Amount	Cheque No
Mark Probbitts	Grass cutting	630.00	500364
Cathy Fleet	Clerk expenses	29.04	500365

A 1% salary increase has been awarded by NALC to the Clerk

The Bank Mandate requires signatures to allow the clerk to become a signatory. To be completed when all councillors are present.

Date of next meeting : 15th September 2016

**Signed ..... Mr J J Macnamara Date .....**

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
07.16.06(1)	Clerk to report blocked footpath to Sarah Aldous	CF
07.16.06(2)	Clerk to contact Mr. Jones (Upper Heyford) regarding brambles in The Lane	CF
07.16.06(3)	DB to source suppliers of benches	
07.16.07	Clerk to contact Mark Probbitts regarding grasscutting in Caulcott	CF
07.16.09(1)	Clerk to complete map and sent to Martin Lipson	CF
07.16.09(2)	Clerk to re-circulate spreadsheet	CF
07.16.10	Clerk to complete and return Fields in Trust Form to Football Club	CF
07.16.12	PT to report the matter to police and arrange for cleaning of the playground equipment	PT
07.16.12(2)	PT/CF to arrange purchase of lawnmower	PT/CF
	Bank Mandate to be signed when all councillors present	All