

**Minutes of the meeting of the Lower Heyford Parish Council held on  
Thursday 20<sup>th</sup> October 2016 at 7.00 pm in the Church**

Present: - Mr Macnamara (JJ) (Chair), (Vice Chair), Mr. Eggeling (BE) , Mr. Thompson (LT), Mrs Turner (PT)

Members of the public : No members of the public were present

In attendance: Cathy Fleet, Clerk

**10.16.01** Apologies: Apologies had been received from Mr Mortimore and Mrs Ball

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

**10.16.03** Minutes of the last meeting held on 15<sup>th</sup> September 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**10.16.04 Public Participation**

There were no members of the public present

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

NO	ACTION	Update	To be Actioned by :
09.16.04(1)	Clerk to inform CDC of DD's resignation and commence the recruitment process	Completed. Recruitment process on-going. One application received	CF
09.16.04(2)	Clerk to find out about the Barton Bus	Details of the Barton bus had been acquired. Clerk to notify Valley News & website	CF
09.16.06(1)	Clerk to negotiate grasscutting contract with Mark Probbitts	Mark happy to enter into contract.. Clerk to write contract	CF
09.16.06(2)	Clerk to put notice on noticeboards and Valley News requesting that residents park with consideration and use their driveways where possible	Completed. Leaflet have been distributed to relevant residents informing them that emergency service vehicles unable to access an emergency due to parked cars have the power to remove them.	CF
09.16.06(3)	Clerk to complete Open Spaces survey	completed	CF
09.16.08	Clerk to circulate ROSPA Report	completed	CF
09.16.10	Clerk to pass map of settlement boundary to Martin Lipson	completed	CF

**10.16.06 Co-option of Councillor**

Clerk has been contacted by a resident of the villages expressing her willingness to be co-opted as a Councillor. After some discussion it was decided to invite her to the next PC meeting

**ACTION : Clerk to invite potential councillor to attend next PC meeting**

**10.16.07 LHRINC**

An application had been received from Liz Goodwin for the position of Trustee to the LHRINC and it was **RESOLVED** to appoint her as Trustee.

**ACTION : Clerk to inform Liz Goodwin and Tom Clayton of the appointment**

### 10.16.08 Highways/Footpaths

Information had been received regarding the removal of the phone kiosk at the station. No formal notification has been received. Discussion followed regarding how little the phone kiosk is used, but in view of the very poor mobile phone signal in the area it was decided to write objecting to its removal, particularly in view of the lack of formal notification. Clerk reported that Steeple Aston Parish Council would wish to support the PC in this action.

**ACTION : Clerk to write objecting to the removal of the phone kiosk at the station**

Overhanging foliage was reported making exit from The Lane into Station Road difficult. **LT to identify exact location and address so Clerk can write to the property owner.**

**ACTION : LT to identify owner of the overhanging foliage. Clerk to write to owner requesting it is trimmed back**

Jamie Briggs lorries regularly travel through the village and LT had photographed one travelling at excessive speed.

**ACTION : Clerk to write letter of complaint to Management of Jamie Briggs**

DB had circulated details of a metal seat which could be suitable for around the tree in Market Square. DB to be asked to identify costs. It was suggested that the Village Hall Trust could be approached for possible funding.

**NB** In the interval between the meeting and preparation of these minutes BE had sourced a blacksmith and is in the process of obtaining a quote.

No action has been taken by CDC with regard to the damage to the bridge caused by large vehicles. The bridge is a listed structure. Clerk to contact English Heritage for advice.

**ACTION : Clerk to contact English Heritage regarding damage to the bridge.**

### 10.16.09 Meetings

No meetings had been attended, but it was noted that the Village Hall Trustees AGM will be held on 1st November

JJ will be present at the CDC Parish Liaison meeting to be held on 9th November and will report back at the next meeting.

### 10.16.10 Playground

No problems reported. PT confirmed that the newly purchased lawnmower is being used and that playground is in good order. PT reported that there have been instances of dog fouling on the playing field.

**ACTION : Clerk to obtain supplies of dog poo bags from the dog warden and PT to source a dispenser**

### 10.16.11 Planning

The following planning applications had been received :

16/00271/TCA Darville House, Station Road - treework

16/01546/TPO Beech House treework - APPROVED

16/01529/F Heyford Athletic - APPROVED

### 10.16.12 MCNP

Peter Stoddard will be attending MCNP Forum meetings on behalf of LHPC. Emily Daly is acting as Secretary to MCNP and will also be present.

### 10.16.13 Finance - The following accounts were approved for payment

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>Cheque No</b>
BDO	Audit fee	156.00	500370
SLCC	Portfolio submission	50.00	500371
Cathy Fleet	Clerk expenses	30.14	500372

Mark Probbitts	Grasscutting	285.00	500373
Petra Turner	Printer cartridges	20.00	20.00

The Bank Mandate was completed and will be sent to the bank along with instructions for the removal of David Dare as a signatory.

**Date of next meeting : 17th November 2016**

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by</b>
09.16.04(2)	Clerk to pass details of Barton Bus to Valley News and LH website	CF
09.16.06(1)	Clerk to write grasscutting contract	CF
10.16.06	Clerk to invite potential councillor to next PC meeting	CF
10.16.07	Clerk to inform Liz Goodwin and Tom Clayton of Liz's appointment as Trustee to LHRINC	CF
	Clerk to write objecting to the removal of the phone kiosk at the station	CF
10.16.08(1)	LT to identify owner of the overhanging foliage. Clerk to write to owner requesting it is trimmed back	CF
10.16.08(2)	Clerk to write letter of complaint to Management of Jamie Briggs	CF
10.16.08 (3)	Clerk to contact English Heritage with regard to the damage to the bridge	CF
10.16.10	Clerk to obtain supplies of dog poo bags from the dog warden and PT to source a dispenser	CF/PT