

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council meeting
held in the Village Hall on Tuesday 10th April 2018 at 7.00 p.m.

Present: D R Pratt (Chairman), S Jenkins, Dr H Macbeth, Mrs R Powles (Clerk), R Sadler
In attendance: Mr J East, Mrs Shackleton (from part way through meeting only)

	Action
<p>1. <u>Apologies</u></p> <p>Cllrs Buckingham-Fry, Richardson and Tylor (KPC)</p> <p>2. <u>Declarations of Interest – pecuniary interests / conflicts of interest</u></p> <p>None.</p> <p>3. <u>Approval of the Minutes of the Parish Council meeting held on 13th March 2018</u></p> <p>The minutes were approved.</p> <p>The Chairman exercised his discretion to invite any members of the public present to speak. <i>(The total time allowed would be ten minutes, limited to three minutes per speaker, and there would be no further opportunity to speak).</i></p> <p>Mr East questioned the need for expenditure on a treeguard for the proposed replacement tree for the Holm Oaks planted by Lt Colonel Shellard and suggested a rabbit-guard would be sufficient. He commented that another Parish Council had found that it was not possible to exclude dogs totally from a Sports Field and that signs encouraging dog owners to clear up after their dogs only encouraged the owners to take their animals onto the Sports Field, and so it was difficult to know what to do.</p> <p>4. <u>District & County Councillor Reports</u></p> <p>No County or District Councillors were able to attend.</p> <p>Highways/Church Lane, update: on 27th March Cllr Griffiths had requested an update from the Highways Department.</p> <p>County Councillor’s Priority Fund: Cllr Pratt asked if there were any proposals for a suitable project. The Council discussed the factors relating to the establishment of a lower compulsory speed limit through the centre of the village. A 20 mph speed limit was thought to have more advantages (improved safety) than disadvantages (such as increased pollution and noise from gear changes and braking), but speed reduction measures such as bumps or chicanes would be undesirable. It was noted that a replacement would be needed for the flashing 30mph sign near the northern Park entrance, which was set at 30 mph. <i>It was resolved:</i> that the Council should write to the County Highways Department to ask them to consider the implementation of a compulsory 20 mph section through the centre of the village.</p> <p>5. <u>Progress reports</u></p> <p>Consumer Council for Water / Thames Water: Ms Kinsella of Thames Water had delivered the publicity leaflets (“Bin it, Don’t Block it”) on 19th March and Cllr Macbeth reported on the discussion with Ms Kinsella: Thames Water was investigating the problems reported at the Heyford Road and Dashwood Hotel corner area and whether it had retained camera records of previous incidents at this location, and was investigating problems reported in Troy Lane. Thames Water would make a donation of £50 to the Village Hall, to recognize the community effort involved in the circulation of the leaflets. <i>It was resolved:</i> that a cover flyer should be circulated with the leaflets (see also later, with reference to the Mid-Cherwell Neighbourhood Plan). Cllrs Pratt, Sadler, Macbeth and Buckingham-Fry were all able to help with the distribution.</p> <p>Highways / Road safety measures including Community Speedwatch scheme: Cllr Macbeth confirmed that PC Webb would give a training session for volunteers on 12th April, in the form of an indoor briefing followed by an outdoor practical exercise.</p> <p>Travellers, Akeman Street: it appeared from comments in local social media that the County had obtained a court order and the Police were confident that the Travellers would leave soon.</p>	<p>RP</p> <p>HM</p>

<p>Oxfordshire County Council Rights of Way Consultation: Amendment of status of right of way (from Restricted Byway to Byway open to All Traffic - BOAT): current restricted byway from Lower Heyford Rd to Portway junction (west of Slade Farm): the Parish Council's formal objection had been submitted.</p>	
<p>6. <u>Parish Council Assets</u></p>	
<p>War memorial: the low retaining wall had been repaired; quotations were awaited for the repair needed to the memorial base.</p>	KBF
<p>Notice boards: the recent weather had not been suitable for repair work but Cllr Jenkins had been able to obtain some Perspex sheets and cork board.</p>	SJ
<p>Additional mowing areas: the Council considered the various areas mown in previous seasons by Mr Harrison. <i>It was acknowledged</i> that the one area which should be mown frequently was the footpath link between Hatch Way and the Pound; it was suggested that Councillors would ask for local offers to keep it strimmed or mowed. It was suggested that Ady Podbery could mow the area near the Cedars in the Sports Field and the Village Hall Committee could mow the strip in front of the Village Hall; otherwise areas by the kissing gate or alongside the Park did not need to be mowed. <i>It was resolved:</i> the Parish Council would no longer need to employ Mr Harrison for the mowing tasks.</p>	HM/ DP
<p>White gates at approach to village, Bletchington Road, decorative state: Cllr Macbeth reported that the timber was rotten and so re-painting was not appropriate. It was suggested that the Council consider what kind of gates could replace them, and it should be established whether replacement gates needed to be provided by the County Highways authorities or otherwise approved by them.</p>	RP
<p>Works to improve water quality at the Pond: the further works by Smiths of Bletchington would start soon, but were weather dependent.</p>	
<p>7. <u>Defibrillator</u></p>	
<p>The formal response from South Central Ambulance Service on the Parish Council complaint of 26th February was due but had not yet been received. The Clerk would make enquiries in the week commencing 16th April if needs be.</p>	RP
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>Play Area: repair work to the fence had been postponed again, due to the continuing bad weather. As at previous meetings, it was recommended that the whole fence should be replaced. The older signage had been removed. Enquiries had been received from parishioners as to why there were gates at both ends as this made it more difficult to monitor children. The validity of the current sign at the main gate was discussed; former Cllr van Loen's name should be changed, and the wording should perhaps include mention of the need for children to be supervised at all times. It was suggested the wording should be updated accordingly and that Archers Signs could make up the new sign. Cllr Jenkins reported the commemorative plaque from the old bench had been put aside for safe keeping; he wondered if it could be re-instated on the new "Eco" (recycled plastic) bench, and so it would be worth finding out if there were still connections in the village with the deceased.</p>	SJ
<p>Crown reduction work, Cedar trees: The Clerk had submitted the TCA for the work, which could proceed if no response was received from Cherwell DC by 7th May. The Clerk was continuing to liaise with Sylva and Mr Smith's sister about the replacement memorial bench for Mr Smith.</p>	RP
<p>Removal of cedar stump, Holm oak stump and Holm oak root ball: this work had been delayed because the ground was too wet.</p>	
<p>Prevention of dog fouling on the Sports Field: Cllr Macbeth reported on her inspection of the field over a period of about ten days. She had also spoken to parishioners about their perceptions of the dog fouling problem. Her conversations led her to the view that dog-fouling was acknowledged to be a village-wide problem, not limited to the Sports Field, and her inspections of the Sports Field had found fox, not dog faeces. In addition, she considered plastic litter to be a noticeable problem on the Sports Field. She suggested that a volunteer carry out a walking inspection of the field on a weekly basis. Cllr Macbeth stressed that it was important to keep the path at the edge of the field open for dogs on a lead. <i>It was resolved:</i> that a note on prevention of dog fouling should be drafted, with a view to including it in the covering flyer for the Thames Water publicity leaflets. Councillors also queried whether the two dog bins (managed by Cherwell DC) at the Quarry were sufficient.</p>	
<p>Ongoing management of the Sports Field: Cllr Sadler had agreed to take this role over from Cllr Pratt and would liaise with Mr Draper about the repair needed for the tractor shed roof (<i>first flagged up in August 2015</i>); Cllr Jenkins offered to assist.</p>	RS

<p>9. <u>Planning</u></p> <p>(i) MCNP: Cllr Macbeth reported that consultation on the Neighbourhood Plan would be launched on Friday May 4th, ending on 18th June 2018; it was now expected that the Referendum on adoption of the Plan would take place in the early Autumn, following on from the Examiner's report over the Summer. She had arranged for copies to be on display at the Church and the Coffee Room at the Shop. The consultation should be mentioned in the flyer alongside information on Thames Water. She and Miss Marsh offered to continue to represent the Council at Forum meetings, subject to approval by the new Parish council, which from May should ensure it had a total of five representatives for the Forum.</p> <p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p> <p>Omitted from the schedule: 18/00366/F, Akeman Spinney, Heyford Road: Variation of condition 2 (plans) of 17/02158/F - minor layout alterations, minor increases to sizes of houses and materials alterations. The Council noted it might have some concerns about the proposed increase in the property sizes.</p> <p>Application 16/02295/OUT (Ryefurlong site appeal against refusal of permission): APP/C3105/W/17/3178077: the Planning Inspectorate had dismissed the appeal, on 15th March 2018.</p>	HM
<p>10. <u>Correspondence</u></p> <p>None.</p>	
<p>11. <u>Finance</u></p> <p>Annual Financial Risk Assessment and Review of Internal Audit, for year ending 31st March 2018:</p> <p>Cllr Sadler reported on his review of the Council's financial risks and the internal audit process. Financial risks (<i>itemised schedule to be attached to the approved minutes</i>) were rated low, medium or high and little change was needed to the ratings given in previous years. Cllr Jenkins would now also consider the risk schedule and any further adjustments for the 2018 -2019 year could be considered by the Council at the next meetings. The Council approved and adopted the Risk and Financial Management Assessment and approved and adopted the Review of the effectiveness of the Internal Audit.</p> <p>Monthly schedule of payments and receipts: the new payments were <i>approved</i>.</p>	SJ
<p>12. <u>Data Protection legislation</u></p> <p>The European General Data Protection Regulation would come into force on 25th May, replacing current Data Protection law. OALC had circulated its latest views to member Councils on 26th March; the indications were that they considered aspects of the new legislation onerous for small councils, and OALC recognised that many would not be fully compliant by 25th May. Bodies such as smaller councils should however show they were taking active steps towards compliance, such as (potentially) the appointment of an independent Data Protection body or officer. Parish Councillors should have email addresses for Council business which were separate from personal email accounts and the Council was addressing this; the Council also already had a designated laptop for its business. The retention of personal information needed written consent (subject to deemed consent information which was in the public domain via the planning application process). The Clerk could circulate an example of a request for consent for the holding of personal information. It was suggested that the MCNP Forum be asked for advice as it handled information concerning several villages, and that Computer Pro (a company based in Kirtlington) might also be able to offer advice. The matter should be discussed further at the forthcoming meetings.</p>	All HM RP
<p>13. <u>Date of the next meeting (Annual Council meeting)</u></p> <p>As only four candidates (Cllrs Buckingham-Fry, Jenkins, Richardson and Sadler) had been nominated for the Parish Council elections due to be held on 3rd May Cherwell DC would declare an Uncontested Election; thus the Annual Council meeting would be held on its scheduled date, 8th May.</p>	
<p>14. <u>Date of the Annual Parish Meeting:</u></p> <p>This meeting had to take place by Friday 1st June latest; the Clerk would liaise with the Councillors concerned.</p>	

15. Councillors' reports and items for future agendas

For information:

Verges and pavements in village centre in need of clearance: Cllr Pratt would draw up a list.

Community Service team tasks: Cllr Macbeth was still waiting for lists from various bodies. It was suggested that the surface of Molly Minns Lane needed to be cleared of leaves on a more regular basis.

Obstruction of public access to South Green: it was noted that the box hedging adjacent to the footpath from Dashwood Mews to Hatch way had been cut back but still encroached on the public space.

Mrs Shackleton indicated her wish to intervene and the Chairman exercised his discretion to allow this as an exception, taking into account her role as Editor of the Village News. She brought to the Council's attention information she had heard about route options for a future Oxford to Cambridge "Expressway"; Cllr Pratt requested Mrs Shackleton to send details on to the Council.

Agenda items for future meetings:

Toro mower: insurance provider
Churchyard extension

The meeting closed at 8.45 p.m.

Signed D. M. RICHARDSON

Chairman

Date 8th MAY 2018.

DP
HM

16/02295/OUT Land South West Of Woodbank, Mill Lane – RYEFURLONG, Erection of 10 No dwellings

KPC Objection, January 2017

CDC Determination by Planning Committee, Thursday 16th Feb 2017: permission refused.
16th June 2017 – appeal lodged.

PLANNING INSPECTORATE – Appeal dismissed, 15th March 2018

18/00111/F | Convert existing attic space to form bedroom & bathroom & construction of 3 dormer windows. |
Dashwood Cottage, South Green

KPC Missing info from website – extra time allowed until (6th April)

CDC Permission granted 15th March.

18/00323/F | Amendments to application 17/00229/F - Alter pitch of roof, raise ridge slightly to match adjoining property to east, making it more in character with majority of properties within conservation village. Alter size of window on south elevation to match adjoining bedroom window of existing property. |

North Green Cottage, North Green

KPC Objection email sent 28th March – loss of parking/loss of small property / still apply as for 00229.

CDC officer – Decision awaited

18/00106/F and 18/00107/LB | New store adjacent to stone masonry wall, extended lead roof porch over back door, and new rooflight above second floor corridor |

Flights Mill, Mill Lane Kirtlington OX5 3HW

KPC No objection but requests hand digging for footings of bin store to safeguard the RPA of the very large tree to the west.

CDC Permission granted 27th March

18/00095/TCA | T1, T2 x Cedars - Crown reduction up to 3.0m. |

Playing Field, South Green, Kirtlington

KPC KPC is applicant and so will not submit comments

CDC Patrick Prendergast / KPC may carry out works if it hears nothing from CDC by 7th May

18/00486/F | Demolition of rear conservatory and erection of a single storey extension |

The Cottage On The Green, South Green, Kirtlington OX5 3HJ

KPC comments due by Weds 18th April (for Thurs 19th April)

CDC officer – Decision awaited

18/00258/LB | Repointing of existing stone elevations |

The Old Vicarage, Church Lane

KPC No objection (13th March)

CDC Permission granted 5th April

18/00474/TPO | Copper Beech - Reduce extending growth ends of south facing scaffold stem by up to 3 metres in branch length to suitable unions of secondary branch. Reduce overall crown circumference only by up to 2 metres in branch length and in proportion to the trees natural shape.

Remove dead or suspect wood - Subject to TPO 11/2004. |

Copper Beech Cottage, South Green Kirtlington OX5 3HJ

KPC comments due by Tues 17th April

CDC Patrick Prendergast

At Tuesday 10th April – no further validations or decisions

KPC 10th April 2018 - Agenda Item 11 - Finance

Bank statements at 29 March 2018

Current a/c at 29 March 2018* **£32,943.28** *includes VAT repayment of £3,224.55 and CDC NHB grant of £545.80.*

Saver a/c at 29 Mar 2018 **£3,439.26** *£1.71 interest on past quarter*

£36,382.54

Unbanked cheques -£467.85

£35,914.69

For approval: April 2018 payments

Cherwell DC	£ 96.10	Empty 2 x dog bins, winter period
R M Bone	£ 2,443.92	Clerk's salary, 6th Jan to 4th April 2018 (Employee NICs deducted)
JAB Charlesworth	£ 76.99	Website annual hosting fee; website annual back-up service
D R Pratt	£ 75.92	Reimburse rock salt, white marker paint, red & white safety tape
HMRC	£ 99.07	Employer's and Employee NICS for period 6 Jan - 4 Apr 2018
KVHMC	<u>£ 19.50</u>	KPC March meeting; meeting with Thames Water rep
	£ 2,811.50	

Payments made since March KPC, previously approved

Greenscape Inspires	£ 120.00	13th March
Greenscape Inspires	£ 120.00	27th March
Greenscape Inspires	£ 120.00	9th April

Receipts (not banked at 10th April)

KVHMC for KSA £ 62.50 KSA proportion due from football monies in 2017 - 2018 season

Annual Financial Risk Assessment, year ending 31st March 2018

Review of Internal Audit, year ending 31st March 2018