

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held in the Village Hall on Tuesday 10<sup>th</sup> July 2018 at 7.00 p.m.**

**Present:** Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)  
**In attendance:** Mr J East, Cllr Carmen Griffiths (Oxfordshire CC) 7.50 p.m. until end of item 9

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Richardson informed the meeting of Cllr Sadler’s resignation. Cherwell District Council had provided the necessary vacancy notice for display; if by 27<sup>th</sup> July no request for an election to fill the vacancy was made to Cherwell DC the Parish Council could co-opt to this vacancy as well as to the vacancies following the May elections.</p>	RP
<p>2. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p>	
<p>3. <u>Co-option to Parish Council vacancies</u></p> <p><i>The Council resolved</i> unanimously to co-opt Ms Trudy Brock.</p>	
<p>4. <u>Approval of the Minutes of the meeting held on 12<sup>th</sup> June 2018</u></p> <p>The minutes were approved.</p> <p>Cllr Richardson exercised his discretion as Chairman to invite members of the public to speak; Mr East said he had no comments to make.</p>	
<p>5. <u>District &amp; County Councillor Reports</u></p> <p>No County or District Councillors were present during discussion of this item. Cllr Corkin (Cherwell DC) had emailed information on County and Cherwell District grant funding possibilities including the County Councillor Priority Fund.</p> <p>Church Lane, extension of tarmac area to gate: the Oxfordshire CC Highways Minor works team had completed this work on Friday 6<sup>th</sup> July. The Council noted its particular thanks to Cllr Carmen Griffiths for her assistance, Mr Paul Wilson of OCC Highways, and the Kirtlington PCC members who had attended on the morning of the 6<sup>th</sup> (Revd Gareth Miller, Mrs Mowat and Mrs Forey).</p> <p>County Councillor’s Priority fund (Highways or community group project, at £2,000 to £2,500 per year per Parish, for two years): Cllr Richardson would submit an article to the Village News inviting suggestions for the use of this fund.</p>	DR
<p>6. <u>Progress reports</u></p> <p>None.</p>	
<p>7. <u>Thames Water / Consumer Council for Water (CC4W), update</u></p> <p><b>The Council discussed</b> the status of its CC4W formal complaint against Thames Water. CC4W had written on 14<sup>th</sup> June to advise they were now satisfied that Thames Water was addressing matters correctly and so CC4W proposed to remove the Parish Council’s case from their “active” list. If the Parish Council was still dissatisfied with Thames Water it could ask CC4W to escalate the matter to the Water Redress Scheme (WATRS). <b>The Council resolved</b> that CC4W should be asked to review the case six months from the completion of the sewer repair (see below) and again six months later. In this way any problems which arose following the sewer repairs could be addressed, and there would be no need to ask CC4W to open a new formal complaint.</p> <p>Foul sewer repair nr Oxford Arms, A4095 Road closure w/c 9<sup>th</sup> July for min 1 week / OCC diversion in place:</p>	RP

<p>The Clerk reported that Thames Water had written on 14<sup>th</sup> June to advise that the faulty pitch fibre sewer under the A4095 was just south of the Oxford Arms and that they would write by 29<sup>th</sup> June with an update on this repair and clarification of mapping of pitch fibre FWS locations. The School had reported sewer problems around 21<sup>st</sup> June. On 25<sup>th</sup> June Thames Water wrote to say repairs to the sewer were scheduled for the first week in September. On 2<sup>nd</sup> July Thames Water agents had circulated flyers around the centre of the village stating that traffic lights would operate on the A4095 south of the Oxford Arms from the week of 2<sup>nd</sup> July and repairs would commence in the week of 9<sup>th</sup> July. On 9<sup>th</sup> July Thames Water had written to say the mapping of pitch fibre infrastructure was not yet available.</p>	
<p>The Council noted that on 9<sup>th</sup> July drivers had been ignoring the diversion signs and breaching the OCC Highways road closure order of 3<sup>rd</sup> July which restricted Troy Lane access to frontages. The sewer repair workforce which controlled the road closure signage had not set up “Road Closed” or “Access only” signage at Troy Lane as in their view this would encourage non-residents to use it. On 9<sup>th</sup> July the Clerk emailed the OCC Highways road closure team to request an urgent site visit, and on 10<sup>th</sup> July forwarded that communication to Cllr Griffiths following an enquiry from her, and offer to assist, earlier that day.</p>	
<p>Thames Water had forwarded its goodwill payment of £60, made out to the Youth Group at the request of Mrs Banks. The Clerk would forward to Cllrs Richardson and Brock the Thames Water’s maps of central Kirtlington Planned Maintenance (scheduled inspections/repairs), as provided by Thames Water earlier in the year.</p>	RP
<p><b><i>It was resolved</i></b> that the Clerk should press OCC Highways for a date for the repairs to the northbound A4095 surface, as this work should be done at the same time as the sewer repair.</p>	RP
<p>8. <u>Highways / Road safety measures:</u></p>	
<p>Community Speedwatch – Cllr Richardson had contacted PC Webb, who was investigating the suitability of the recently purchased speedgun; it seemed alternative equipment might be available on a loan basis. Cllr Richardson would update the volunteer group when he had more information.</p>	DR
<p>Compulsory 20 mph section through village: Cllr Buckingham-Fry had yet to receive a reply from Mr Wasley of OCC Highways. Cllr Jenkins had circulated photographs of new “20 is Plenty” advisory signs at Weston on the Green; it was suggested the Clerk contact Weston on the Green Parish Council for information on how they had set about this project and whether it was proving to be effective. Cllr Buckingham-Fry would contact the Chairman of the Islip traffic group.</p>	RP KBF
<p>Oxford-Cambridge Expressway: Cllr Richardson referred to the presentation of this subject at the Cherwell DC Parish Liaison meeting on 20<sup>th</sup> June; consultation on the preferred route within the chosen corridor option would take place from autumn 2019 but senior planning policy staff at Cherwell DC seemed to have reservations as to whether representations made in the course of that consultation would be given sufficient recognition.</p>	
<p>9. <u>Parish Council Assets</u></p>	
<p>War memorial: Cllr Buckingham-Fry had applied for a grant. The charity in question had spent its allocation for the year and so Cllr Buckingham-Fry had asked if the trustees could make a decision on the next year’s spend before the tenth anniversary of Lt Colonel Rupert Thorneloe’s death (July 2009). She would follow up her enquiry in October. It was noted that the Parish Council had not made any budget commitment to any repair costs.</p>	KBF
<p>Replacement White Gates, Bletchington Road: Cllr Buckingham-Fry reported that these would cost £700 without and £897 with a sign and suggested the existing sign be re-used, Cllr Buckingham-Fry would take this forward.</p>	KBF
<p>Gravel Pit field – flail mowing: <b><i>it was resolved</i></b> to accept Mr Podbery’s verbal quotation of £95 plus VAT.</p>	RP
<p><i>Cllr Griffiths (Oxfordshire CC) joined the meeting at 7.50 p.m.</i></p>	
<p>Gravel Pit field – hedge-trimming: the hedges could not be trimmed before 31<sup>st</sup> July. Mr Podbery had given a verbal quotation of £250 plus VAT (two men for a half-day). The Clerk would obtain other quotations for comparison.</p>	RP
<p><i>Cllr Richardson invited Cllr Griffiths to report to the meeting.</i> Cllr Griffiths confirmed that Cherwell DC’s Chief Executive, Yvonne Rees, had been proposed as the new head of a joint County/Cherwell District Council. The two authorities would be able to share resources to mutual benefit, for example in the sharing of legal expertise.</p>	
<p>Cllr Griffiths reported on advice from OCC Highways with regard to the Parish Council’s investigations of a potential compulsory 20 mph zone. She suggested the Parish Council contact Cllr Neil Mullane at Weston-on-the-Green Parish Council for information on how W-o-t-G Parish Council were approaching a similar question.</p>	RP

<p>The change would require a Traffic Regulation Order (TRO). The first step towards a TRO was to set up two or three site surveys along the suggested length of road. OCC's traffic monitoring team could carry out the surveys, which should run for 7 days, 24 hrs a day, at a cost to the Parish Council of £100 per site. Recorded speeds would be submitted to OCC and enter the consultation stage; both OCC and Thames Valley Police (TVP) would have to give recommendations to the Parish Council as to whether in their opinions the TRO would be approved. If the recorded speeds were below 23 to 24mph, or were around 26 mph, when consulted TVP would probably object to the proposal of the restriction because they would claim that the current 30mph restriction was adequate.</p>	
<p>The approximate cost depending on length of the restriction would be £2500 for the Traffic Regulation Order (TRO) plus a further £2,500 for the signage.</p>	
<p>Cllr Richardson observed that the two speed surveys carried out in the Parish by OCC Highways in 2017 (intended as information on traffic numbers, speed and vehicle type for the Mid-Cherwell Neighbourhood Plan) showed many vehicles travelling through the village at 50 mph; the Parish Council queried whether that information could be used. Cllr Richardson repeated his suggestion of previous meetings, that village opinion should perhaps be sought as there were differing views as to whether a lower speed limit was desirable.</p>	
<p>Troy Lane diversion problems: Cllr Griffiths said she had found the diversion signage on the approach to the village inadequate and she would ask Mr Wilson of OCC Highways for an urgent site visit.</p>	
<p><i>Cllr Griffiths left the meeting.</i></p>	
<p>10. <u>Defibrillator</u></p>	
<p>Cllr Richardson had not received a response from South Central Ambulance Service to his request for further detail following SCAS's report on the Parish Council's complaint and so would follow up his enquiry by a telephone call.</p>	DR
<p>11. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>KVMHC, June Committee meeting: Cllr Richardson had attended. The Committee was still considering how to remedy the problems in the floor surface in the main hall.</p>	
<p>For information / update: Play Area and Sports Field fence repairs: Cllr Jenkins was obtaining quotations.</p>	SJ
<p>Cllr Buckingham-Fry would contact Ms Marsh for advice on potentially planting a tree for shade at the southern end of the Play Area.</p>	KBF
<p>Horse Chestnut stump at south end of field, Jake Williams' quotation of £360 to remove: Council members would check the area but it was suggested that the stump could remain, as a feature.</p>	All
<p>TCA for crown reduction works (2 x Cedars): this would take place on 17<sup>th</sup> July.</p>	
<p>Village Hall car park: the Council noted that one or two vehicles had apparently been abandoned here recently and that this was not appropriate use of the car park.</p>	
<p>Cllr Richardson and the Clerk would check the storage space currently used by the Council adjacent to the Cedar Room, as the Youth Club was keen to make use of that area.</p>	DR/ RP
<p>12. <u>Planning</u></p>	
<p>(i) Mid Cherwell Neighbourhood Plan (MCNP): the public consultation on the Neighbourhood Plan draft submission had closed on 19<sup>th</sup> June. Cherwell DC had raised various points of detail. Dr Macbeth had reported that the MCNP Forum had responded to those points. Ms Marsh would advise in due course on the section dealing with the Parish Council's proposals for two Local Green Spaces (at Gossway Fields and Dashwood Mews). <i>It was agreed</i> that Cllr Buckingham-Fry would contact Mr Kyte to ask if he might be willing to be one of the Council's five representatives on the MCNP Forum. The Clerk reported that the MCNP Treasurer had forwarded the MCNP accounts to 31<sup>st</sup> March 2018 but had not yet made a request for parish council "subs" towards the administration costs.</p>	CM KBF
<p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p>	
<p>13. <u>Correspondence</u></p>	
<p>Tinker's Ditch, hedge and undergrowth: it was suggested that scything perhaps twice a year here would keep nettles in check.</p>	

NHS determination of Kirtlington within “rural” area v/v pharmaceutical provision, Pharmacy Team at NHS England South (South Central) request for comments by 11<sup>th</sup> July – *it was agreed* that it was important that the Islip surgery continue to deliver prescriptions to the Shop, as without any public transport to Islip a significant proportion of the village relied on this service. The Clerk would respond accordingly.

RP

14. Finance

**Monthly schedule of payments and receipts:** the new payments were *approved*.

Insurance provider for Toro ride-on mower: quotations had been received from BHIB on behalf of Aon, the current insurer, at £196.22, and Zurich, which provided the Parish Council’s main cover, at £68.23, on the basis of a “replacement value” of £3,000 excluding VAT for a 2<sup>nd</sup> hand machine. *It was resolved* to accept the Zurich quotation.

RP

Bank Account signatories – Barclays had sent a mandate form for completion by Cllr Richardson and had advised that Mr Pratt could remain a signatory if the Council and Mr Pratt were content to continue the arrangement. *It was resolved* that the Council was content and Mr Pratt should be asked if he wished to continue.

RP

Cllr Richardson noted that the sum of £37 remained from personal contributions towards the leaving presents for former Councillors Pratt and Macbeth.

Cllr Richardson reported on the current arrangements for the mowing of a small section of the Churchyard: Mr Draper mowed this section as an unpaid volunteer for the Parish Council using the Toro mower and the PCC arranged the raking up of the cut grass. Previously the Parish Council had paid for the mowing of this section. Cllrs Richardson and Jenkins hoped to liaise with Mr Draper to discuss with him any concerns he might have about the Toro.

DR/  
SJ

15. Data Protection legislation

Cllrs Richardson and Jenkins confirmed they had reviewed the Council’s privacy (data policy) notice; *it was resolved* that at present the privacy notice fulfilled data protection requirements.

16. Date of the next meeting

This was confirmed as Tuesday 11<sup>th</sup> September.

17. Councillors’ reports and items for future agendas

*Minor matters of information not elsewhere on the agenda (not for debate/decision) and items for future agendas.*

*For information:*

Trees in Village Hall car park area – very minor trimming had been carried out in June to allow access to camping vehicles at the time of the Lamb Ale.

New County Parish Path warden: Dr Macbeth had reported the Mr Andreas Wren of Hatch Way had agreed to take on this role, and would liaise with her for the time being.

*Agenda items for future meetings:*

Maintenance of verges and overgrown pavements / other outdoor maintenance tasks (previously Mr Pratt and Dr Macbeth): the Clerk would contact Mr Pratt and Dr Macbeth for an update on their plans. Cllr Richardson hoped to inspect the bench on the west side of South Green, which might benefit from wire brushing.

RP

Use of Parish Council reserves: it was suggested that the repairs to the Play Area and Sports field fencing might be appropriate use.

Churchyard extension: as Cllr Sadler had resigned, the September meeting should review which Councillor might take on this task in conjunction with the Clerk.

The meeting closed at 9.10 p.m.

**Signed**

**Chairman**

**Date**

**18/00141/TCA** | Works to trees as per tree report by Langley Arb Ltd.

**Kirtlington Park Polo Club** Akeman Street

KPC No objection

CDC Permission granted 8<sup>th</sup> June

**18/00818/F** | Variation of Conditions 2 and 3 of 16/00002/F - To allow a slightly revised design for the first floor area of the dwelling, replacing the previously proposed render with a timber cladding. The proposed alternative material is a natural material that will fit in well with the area and design of the dwelling and will provide continuity with other buildings on the site |

**Sundown, Crowcastle Lane**

KPC No objection – timber cladding may be more in keeping with the modern style and may weather more attractively in the long term.

CDC Permission granted 10<sup>th</sup> July

**18/00804/F** | Erection of building to form linked annexe with bedroom over - Resubmission of 17/00064/F |

**Knotty Ash 14 Park Close**

KPC No objection but as previously frosted glass and black-out blinds may be appropriate if there is overlooking of neighbours.

CDC Permission granted 28<sup>th</sup> June – overlooking not thought to be a problem.

**18/00797/F** | Removal of existing conservatory/store to rear and the erection of a single storey rear and side extension |

**27 Oxford Road**

KPC Extension quite large but no objection

CDC Determination deadline – Fri 13<sup>th</sup> July

**18/00135/TCA** | T1 x Apple - Crown reduce by up to 2.0m, reduce side branches to blend and maintain tree's natural form. |

**2 Hatch End**

KPC No objection

CDC Permission granted 11<sup>th</sup> June

**18/00765/F** | Alterations and change of use of part of stable building to living accommodation for Barn House |

**Barn House** Kirtlington Stud Crowcastle Lane

KPC No objection

CDC – Permission granted 27<sup>th</sup> June: The living accommodation hereby approved shall be occupied solely in conjunction with and ancillary to the Barn House and shall not be sold, leased or occupied as a separate unit of accommodation.

**18/00839/F** | Extension and alteration to existing garage to provide home office and workshop |

**6 Roman Close**

KPC No objection

CDC Decision awaited (28<sup>th</sup> July)

**PTO**

**18/00154/TCA** | G1 x 2 nos Ash & replace with small orchard of fruit trees at end of garden. T1 x Ash - Fell |  
**2 Park Farm Cottages** Akeman Street

KPC Comments requested before 4 p.m. Weds 11<sup>th</sup> July

**18/00075/NMA** | Addition of garage doors to approved garages for plots 3 and 4. The proposed garage doors will match those already approved on all the other plots (plots 1, 2 and 5) (proposed as Non material amendment to 18/00366/F) |

**Akeman Spinney** Heyford Road

KPC Not consulted to date (10<sup>th</sup> July) – Non material amendment. Planning subcommittee comment:  
The whole point of a car port was that it had less bulk, retained views through it, etc.

CDC Stuart Howden (working deadline 17<sup>th</sup> July)

***At Tuesday 10<sup>th</sup> July – no further validations or decisions***

DRAFT

## KPC 10th July 2018 - Agenda Item 14 - Finance

### Bank statements at 29 June 2018

<b>Current a/c at 29 June 2018</b>	<b>£38,307.96</b>	<i>Includes first half of Precept at £12,000, earmarked CTRS grant £368.68, earmarked NHB grant £545.80</i>
<b>Saver a/c at 29 June 2018</b>	<b>£3,440.97</b>	<i>£1.71 interest since last statement</i>
	<b><u>£41,748.93</u></b>	
Unbanked cheques	<u>£1,024.80</u>	<i>incl 2 Ady Podbery bills</i>
	<b><u>£42,773.73</u></b>	

### For approval: July 2018 payments

KVHMC	£ 12.00	Room hire June
Cherwell DC	£ 39.00	Admin charge, uncontested Parish Council election
Ady Podbery*	£ 702.00	<i>Per tel advice of sum due - mow sports field, supply w-killer, spray fire</i>
HMRC	£ 99.07	Employer and Employee NICS for this quarter
R M Bone	<u>£ 2,443.92</u>	Clerk's salary 9th April to 4th July inclusive, excl Emp'ee NICS
	£ 3,295.99	

*\* invoice to follow in post, sum to be confirmed before chq raised*

### To consider - Toro insurance premiums - (renewal date 31st July)

BHIB on behalf of AON	£ 196.22	Comprehensive cover - mirrors former Allianz details
Zurich	£ 68.23	Also All risks cover, no road use

### To consider - quotations to flail mow Gravel Pit field, hedge trim after nesting season

Ady Podbery	£ 95.00	Flail mow. Plus VAT	2015 was £90 plus VAT
Ady Podbery	£ 250.00	approx: hedges, plus VAT	2015 was £243 plus VAT
		1/2 day, AP plus contact from Oxf City Council	