



6. <u>Thames Water / Consumer Council for Water (CC4W), update</u>	DR
CC4W case review: the Clerk reported that CC4W had agreed to the Council's request for a review of its case, in the New Year, and again in July 2019.	
Clarification of mapping of pitch fibre FWS (foul water sewer) locations in the village centre: the Clerk reported that Thames Water was still investigating the anomalies in the maps provided earlier in the year.	
7. <u>Highways / Road safety measures:</u>	
Community Speedwatch – Cllr Richardson had heard from PC Webb who had confirmed an alternative speedgun was available for a short loan period and so Cllr Richardson could now arrange training dates for the volunteer group.	
Compulsory 20 mph section through village: Cllr Neil Mullane of Weston on the Green had provided a summary of the parish consultation conducted by Weston on the Green PC, and the implementation and cost of the recently installed 20 mph advisory signs. In response to an enquiry from Cllr Buckingham-Fry he had explained that the WotG PC were trialling the reaction to the signs; Cllr Buckingham-Fry would now ask what that reaction had been and whether WotG PC intended to approach the County Highways department to request a compulsory speed reduction.	KBF
Former Councillor Macbeth had written to report recurrence of dangerous parking adjacent to Dolphin Cottage on the Bletchington Road: if a vehicle were parked west of the Dolphin Cottage driveway drivers could not overtake safely because the line of sight was obstructed. The Council noted that the effective action taken by Dashwood Mews residents to prevent such obstruction (when exiting onto the A4095) might be appropriate here also.	
Oxford-Cambridge Expressway: See above (District Councillor report, Agenda Item 4).	
8. <u>Parish Council Assets</u>	
Cllr Richardson introduced the question of Churchyard mowing, raised earlier by Mrs Mowat. He confirmed that in August Mr Draper and Mr Cherry had announced their retirement from their volunteer maintenance duties with regard to the Sports Field and therefore also parts of the Churchyard. The Toro ride-on mower previously used to mow parts of the outfield and Churchyard was reported to be no longer serviceable. It was noted that resources were stretched and so unless new volunteers could be found to undertake this work the Parish Council might not be in a position to afford it. It seemed that before Mr Draper's retirement decision a request had been made for a Village Fete donation towards the cost of a replacement ride-on mower; in July the Village Fete Committee had made a donation to the Parish Council of £1,000. The Council agreed that the exact scope of the Sports Field work should be defined before there was any consideration of expenditure on a ride-on mower as a suitable machine might cost many times more than the sum donated. Cllrs Richardson and Jenkins would contact Mr Draper and would inspect the Sports Field and the Toro mower. The Council noted that its priority was necessarily maintenance of the Sports Field and so a solution to those arrangements might or might not include Churchyard mowing, and advised Mrs Mowat that for the short term the Parochial Church Council should make its own arrangements for this. Mrs Mowat left the meeting at 7.50 p.m.	DR / SJ
War memorial: Cllr Buckingham-Fry had obtained a further application form for a grant but the charity in question would only support an application for a "like for like" repair, i.e. a cement skirt at the base, not Portland stone. It was agreed that she should pursue the matter on this basis, and obtain two quotations for a cement surround.	KBF
White gates, Bletchington Road: Cllr Buckingham-Fry would obtain a quote for timber replacements, for comparison with the recycled plastic quotes.	
Notice board, entrance to Gossway Fields: the door had been forced open and it was suggested a parishioner known to Councillors might be able to repair it although the damage might be too great.	KBF
9. <u>Defibrillator</u>	DR
Cllr Richardson had obtained a response to his questions sent in May from the Head of Operations for Community Engagement & Training at South Central Ambulance Service (SCAS). The 400 m radius limit for release of the Defibrillator access code still applied (in accordance with the Resuscitation Council's guidance on distance from the patient), however the IT team for the SCAS Call Centre would now consider setting a flag against all properties with the village postcode so that call handlers could inform all callers in the village of the code. He had requested further training sessions (and hoped an update to be submitted to the Village News would create demand for this) and Cllr Brock offered to liaise with SCAS to take this forward.	
	DR

<p>10. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVMHC Committee: nothing to report.</p> <p>For information / update: Play Area and Sports Field fence repairs: the Clerk would repeat an enquiry sent to the Park owners earlier in the year.</p> <p>RoSPA annual safety reports on Sports Field and Roman Close Play Areas (received 24<sup>th</sup> July). Cllr Jenkins confirmed that the reports found both play areas in good order and new play bark was not needed at present.</p> <p>Shade tree for (Sports Field) Play Area: Ms Marsh had recommended three or four species. Various potential suppliers were discussed but planting should not take place until late autumn. This applied also to a replacement commemorative oak tree for the grass area by the Village Hall car park.</p> <p>Dr Macbeth had sent a note to say that during her monitoring of the Sports Field over the summer months she had found no dog faeces and only one abandoned dog bag, although fox faeces was recurrent as was plastic and paper litter. The Council agreed the reduction in dog faeces was a success and should be reported to the Village News, with an acknowledgement of the community response to the publicity campaign earlier in the year.</p> <p>Use of the Field by non-Parish teams: <i>the Council resolved</i> it was content for non-Parish paying teams to use the Sports Field. Cllr Richardson would discuss what arrangements were needed with the Village Hall Bookings Clerk, Mrs Allison. The availability of the Field for parishioners was acknowledged as important but the income generated by Field hire was also recognised as benefiting parishioners.</p> <p>Cllr Richardson and the Clerk would check the Council's storage space adjacent to the Cedar Room before the next meeting, as the Youth Club was keen to make use of that area.</p>	<p>RP</p> <p>KBF / RP</p> <p>DR</p> <p>RP / DR</p>
<p>11. <u>Community fair – Village Hall, Sunday 16<sup>th</sup> September, 2 – 5 p.m.</u></p> <p>Cllr Richardson would attend throughout; Cllr Brock and the Clerk would be there for shorter periods.</p>	
<p>12. <u>Planning</u></p> <p>(i) Mid Cherwell Neighbourhood Plan (MCNP): at present there was nothing to report following the end of the public consultation In June. The next Forum meeting had been postponed until October, the date not yet confirmed. The Council noted formally that Mr Peter Kyte had agreed to be a Forum rep; Cllr Richardson would write to Mr Kyte.</p> <p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p> <p>The Council noted recent comments by Cherwell District Council with regard to the use of original or substitute Stonesfield slate on prominent or prestigious vernacular buildings: Cherwell DC's Conservation department regretted that in some circumstances applicants requested permission to use a substitute slate, because of the scarcity and cost of original Stonesfield. The Conservation team considered substitute slates could sometimes be acceptable on newer structures however, such as new-build storage barns within the curtilage of older buildings.</p> <p>(iii) Oxford's Unmet Housing Needs, Examination by Planning Inspector: Pre-Hearing Meeting on 28<sup>th</sup> of September 2018 commencing 09.30am within the Council Chamber of Cherwell District Council Offices, Bodicote House. The Parish Council noted that anyone could attend in order to listen to the proceedings. Dr Macbeth had sent helpful summarising comments; she suggested that Kirtlington's interests were aligned with those of the District Council. <i>It was resolved</i> there was no need for the Council to request to speak, but Cllr Richardson said he might be able to attend part of the session.</p>	<p>DR</p>
<p>13. <u>Correspondence</u></p> <p>Parish Council stamp to certify documentation: a parishioner had enquired whether the Parish Council could certify a document as domiciliary visits to the severely disabled by organisations such as District Councils were restricted to certain purposes, but had subsequently advised the necessary stamp had been obtained from Thames Valley Police in Kidlington. The Parish Council noted it would be relatively easy to obtain a stamp but that there was no need to do so.</p> <p>Delivery of prescriptions to Shop: the management team at the Islip Surgery had confirmed they were happy with current arrangements and would continue to deliver prescriptions to the Shop.</p>	

Tinker's Ditch, hedge and undergrowth: Mr Mason on behalf of KWACS had advised the Clerk that it would be difficult to use scythes here but that strimming nettles to keep them in check would be easier, and acceptable, as it was not a high quality wildlife habitat. Mr Mason had said that at the time of the planting of the new hedging in early 2006 KWACS had not committed to any maintenance work but had given advice and could continue to do so. The Clerk had found no record in the 2005 or 2006 minutes of any onus on KWACS to maintain the hedge, nor any mention of KWACS in connection with maintenance aspects of Tinker's Ditch. Councillors noted that parishioners avoided Tinkers Ditch in high summer because of the nettles.

Estate Agent's boards, South Green: these had been put up on private land without permission and as such anyone was at liberty to remove them. Cllr Buckingham-Fry would contact Finders Keepers and ask them to remove any remaining signage and inform them that in future permission should be sought.

KBF

14. Finance

Annual Governance and Accountability Return year ended 31<sup>st</sup> March 2018, Conclusion of Annual Audit and External Auditor's Report and Certificate: the Council noted that Moore Stephens had provided its Certificate of Conclusion of Audit, dated 13<sup>th</sup> August 2018, and that there had been no matters to report.

Monthly schedule of receipts and payments: the Council *approved the payments* (schedule as presented to the meeting, to be attached to the approved Minutes).

OALC training day, 19<sup>th</sup> September (Council roles and responsibilities): the Council *approved* payment for one delegate (Cllr Buckingham-Fry), at £80 plus VAT per delegate; the Clerk would book the place.

RP

Bank Account signatories – former Councillor David Pratt was happy to continue as a signatory. The Council noted that Mr Pratt remained also an authorised user of the Parish Council's Barclaycard Commercial card; the Council noted it was content with this arrangement.

15. Data Protection legislation

The Clerk confirmed that by late July consent requests had been sent to the few remaining Parish Council contacts not approached previously and where explicit consent had not yet been received the data held was covered by public task. The National Association of Local Councils had confirmed that Parish Councils did not need to appoint a Data Protection Officer.

16. Date of the next meeting

This was confirmed as Tuesday 9<sup>th</sup> October.

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:*  
None.

*Agenda items for future meetings:*

Co-option to the Council vacancies.  
Churchyard wall repairs.  
Tree planting (commemorative oak; Play Area).

The meeting closed at 9.15 p.m.

**Signed**                      D.M. RICHARDSON                                      **Chairman**

**Date**                              16 OCTOBER 2018

**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 Permission granted 13<sup>th</sup> July

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

**6 Roman Close**

KPC No objection

CDC Application withdrawn 11<sup>th</sup> July

**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 No objection email, Weds 11<sup>th</sup> July

CDC Permission granted 16<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 – non material amendment. Planning subcommittee comment: the point of a car port was that it had less bulk, retained views through it, etc.

CDC Stuart Howden – refused permission 9<sup>th</sup> July.

**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 Comment of 7<sup>th</sup> April: recommended removal deadwood and reduction of weight at compression fork only to minimise future damage; crown reduction is unnecessary, and extent of deadwood has not been quantified.

CDC Permission granted 24<sup>th</sup> July.

18/00191/TCA | T1 x Lime - Fell T2 x Walnut - Reduce away from roadside by up to 2.0m |

**Trinity Lodge, Bletchingdon Road** (built in former grounds of Nutlands)

KPC Objection, 13<sup>th</sup> Aug.

CDC Iain Osenton, 29<sup>th</sup> August: Objection. TPO No 08/2018 to be imposed on both trees.

18/00308/DISC | Discharge of Conditions 8 (Landscaping), 10 (Landscape Management Plan), 13 (Bat survey), 14 (enhancing biodiversity), 15 (Bat and bird boxes) and 17 (WSI) of 18/00366/F |

**Akeman Spinney** Heyford Road Kirtlington Kidlington OX5 3HS

KPC No comment submitted.

CDC Stuart Howden. Determination deadline 25<sup>th</sup> September

18/01374/F | Variation of condition 2 (plans) of 18/00366/F |

**Akeman Spinney** Heyford Road Kirtlington Kidlington OX5 3HS

KPC No comment submitted.

CDC Stuart Howden. Determination deadline 25<sup>th</sup> September

*18/00283/DISC | Discharge of Conditions 11, 12, 21, 22 and 23 of 18/00366/F |*

**Akeman Spinney** Heyford Road Kirtlington Kidlington OX5 3HS

KPC No comment submitted.

CDC Stuart Howden. Determination deadline 6<sup>th</sup> September

18/01327/F | Reinstating door to north elevation; replacement windows and doors to north elevation; erection of door canopy to north elevation |

**Maundon (MAURDON) Cottage, South Green** Kirtlington Kidlington OX5 3HJ

KPC No comment submitted.

CDC Catherine Harker. Determination deadline 17<sup>th</sup> September

18/01382/F | Variation of condition 2 (plans) and 3 (car parking plan) of 17/02227/F - alterations to the approved extension, including increasing its depth by 1m at both ground and first floor and reduction in car parking spaces |

**13 Bletchingdon Road** Kirtlington Kidlington OX5 3HG

KPC No objection email Weds 5<sup>th</sup> September.

CDC Catherine Harker. Determination deadline 26<sup>th</sup> September

18/01329/F | Erection of a replacement timber garage (Retrospective) |

**The Old Forge, North Green**, Kirtlington

KPC Email objection Weds 5<sup>th</sup> September – adverse visual impact on Conservation Area, not a direct replacement of the previous structures.

CDC Catherine Harker. Determination deadline 11<sup>th</sup> October.

***At Tuesday 11<sup>th</sup> September – no further validations or decisions***

## KPC 11th September 2018 - Agenda Item 14 - Finance

### Bank statements at 29 Aug 2018

<b>Current a/c at 29 Aug 2018</b>	<b>£35,620.72</b>	<i>Includes first half of Precept at £12,000, Fete donation at £1,000 earmarked CTRS grant £368.68, earmarked NHB grant £545.80</i>
<b>Saver a/c at 29 Aug 2018</b>	<b>£3,440.97</b>	<i>unchanged from previous statement</i>
	<b><u>£39,061.69</u></b>	
Unbanked cheques	<u>-£1,002.00</u>	<i>incl 1 Ady Podbery bill at £702</i>
	<b><u>£38,059.69</u></b>	

### Correction to July KPC approved payment sum(s)

Zurich	<i>was</i>	£	68.23	<i>Also All risks cover, no road use</i>
	<i>invoice sum</i>	£	68.45	<i>Cover to start one day earlier than previously advised</i>
Sylvatrees Ltd	<i>verbal quote</i>	£	300.00	<i>Cherry picker for one day ref Cedar limb shortening</i>
	<i>invoice sum</i>	£	342.00	<i>Cherry picker incl delivery</i>

### Payments post July KPC, previously approved

Greenscape Inspires	£150	<i>w/c 13th Aug - Cancelled, no growth/too dry</i>
Greenscape Inspires	£150	<i>w/c 27th Aug</i>
Greenscape Inspires	£150	<i>w/c 10th Sept</i>

### Receipts

Kirtlington Fete Cttee, 28th July	£1,000	For replacement mower/repairs to Toro mower
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### For approval: September 2018 payments

Greenscape Inspires	£	150.00	Greens mowing w/c 24 <sup>th</sup> Sept
Greenscape Inspires	£	150.00	Greens mowing w/c 8 <sup>th</sup> Oct
KVHMC	£	12.00	Room hire 10 July
Moore Stephens	£	240.00	Audit fee, Annual Return
Ady Podbery	£	114.00	Flail mow Gravel Pit field, 26th July
Ady Podbery	£	198.00	Mow Sports Field, August (2 cuts)
R M Bone	£	81.30	Reimburse postage & printer consumables
D R Pratt	£	150.00	Reimburse payment to Greenscape ref w/c 16th July
Playsafety Ltd	£	163.80	Annual inspection fee, two play areas
Sylvatrees Ltd	£	<u>1,130.40</u>	Tree works to Cedars, Sports field, late July
	£	<b>2,389.50</b>	