

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held in the Village Hall on Tuesday 16<sup>th</sup> October 2018 at 7.00 p.m.**

**Present:** Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman), Cllr Carmen Griffiths (Oxfordshire CC) until Item 5

**In attendance:** Mr J East

	Action
<p>1. <u>Apologies</u></p> <p>None but it was not known whether Cllr Corkin (Cherwell DC) could attend.</p> <p>2. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p> <p>3. <u>Approval of the Minutes of the meeting held on 11<sup>th</sup> September 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 noticed the Agenda mentioned a potential 20 mph speed restriction and suggested caution as some drivers took such a restriction as an excuse to overtake dangerously and at speed. Cllr Richardson confirmed the Parish Council was aware of differing views on this proposal and restated the Council's intention to consult, potentially at a parish meeting, before any decision was made.</p> <p>4. <u>District &amp; County Councillor Reports</u></p> <p>Cllr Griffiths described the level of concern in neighbouring parishes about the recent Highways England announcement of the Oxford-Cambridge Expressway corridor. Otmoor had been declared out of bounds and so parishes in her ward were within the overall corridor. The decision on which route option within the corridor would not be made until about November 2019. Parishes near the A34 felt their concerns might not be represented since there was a perception that the overall Conservative majority at County and District Council level supported the Expressway, as part of the Growth Deal. Local concerns included whether the Expressway was in fact a necessary project and whether progressing the rail link to Cambridge as an alternative would be neglected. It was noted that Weston on the Green was close to obtaining its Neighbourhood Plan and that the Mid-Cherwell Neighbourhood Plan would go before an Inspector later in the year but it was uncertain what weight a NP would have in the context of the Expressway. Cllr Griffiths recommended the pooling of expertise and attendance at meetings on the subject; Weston on the Green or Kidlington Parish Councils might host such meetings.</p> <p>County Councillor's Priority fund (Highways or community group project): Cllr Griffiths recommended Parish Councils apply for this funding by December or January.</p> <p>Cllr Richardson referred to recent repeated failure of the traffic lights controlling the single lane traffic flow at the Thames Water sewer repair site (see Item 6).</p> <p>Cllr Griffiths asked for information on any worn white road markings in the Parish as County Highways teams were undertaking repainting nearby and she could liaise on behalf of parishes with Mr Paul Wilson. Cllr Griffiths left the meeting around 7.45 p.m.</p> <p>5. <u>Progress reports</u></p> <p>Gravel Pit field hedge trimming: Mr C Budgett had contacted the Clerk and it was hoped when a date was fixed he would be able to liaise in advance directly with Mrs Price whose horses were occasionally in the field.</p> <p>Community Fair, 16<sup>th</sup> September, Village Hall: Cllr Richardson had attended but had little feedback to report.</p>	<p>DR/ All</p>

6. Thames Water / Consumer Council for Water (CC4W), update

Clarification of mapping of pitch fibre FWS (foul water sewer) locations in the village centre: the Clerk had received updated the updated mapping on 15<sup>th</sup> October and had circulated the information to Councillors.

Foul Water Sewer (FWS) repairs on A4095 adjacent to turning into Hatch Way: in early October properties on the Heyford Road (Springdale, Bishops Cottage and Candida) had suffered sewage overflow again; following camera surveys by engineers Lanes Thames Water was carrying out further emergency repairs to a collapsed pitch fibre sewer near the turning into Hatch Way. A three-way traffic lights system was in place which had failed on several occasions, causing severe queuing. Thames Water had advised the Clerk on 15<sup>th</sup> October that the works would take about a week longer than anticipated; on behalf of Cllr Richardson the Clerk had requested that if possible the area was clear in time for the Armistice commemorations at the War Memorial on Friday 9<sup>th</sup> and Sunday 11<sup>th</sup> November.

Earlier in the autumn the Council's Case Officer at Thames Water (Swindon), Ms Miranda Hodson, had offered to for Thames Water representatives to meet the Parish Council so that any questions relating to the mapping and the pitch fibre route could be raised. **The Council resolved** to invite Thames Water representatives to its next meeting (13<sup>th</sup> November).

7. Highways / Road safety measures:

Community Speedwatch – Cllr Richardson had received nothing further from PC Webb but referred to previous correspondence which suggested the autumn and winter months did not offer sufficient daylight hours for traffic observation.

Compulsory 20 mph section through village: Cllr Buckingham-Fry had spoken to Cllr Neil Mullane of Weston on the Green. The incoming (spring 2018) WOTG Parish Council had carried out a village-wide survey asking for parishioners' top three priorities and speed reduction measures were the most requested. The 40 new advisory 20 mph signs had been installed / erected on private property and were varied in design and had cost about £500 and seemed to be reducing speeds already. WOTG PC would carry out two traffic surveys costing about £100 each and intended to apply to OCC Highways for a compulsory limit (which would entail further public consultation) and on the basis of their original survey considered they had a mandate for this step.

The Council noted that similar advisory signs might be suitable for the County Councillor Priority Fund moneys; Cllr Buckingham-Fry suggested a Village News article could included it as one of several options for expenditure. Councillors noted that the opportunities offered by the Fund should not be ignored and **it was resolved** to submit an article to the Village News as described.

Parking outside Shop: a parishioner had written to request bus stop markings near the Shop to prevent other drivers blocking the bus when it pulled up. The recent village-wide Shop Survey included a suggestion of parking spaces for customers. The Council observed that bus stop and customer parking bays might not be compatible or effective. However it was suggested that if bus stop markings had existed previously it might be possible to include a request for their re-instatement in any list sent to Cllr Griffiths (repainting of worn road markings).

Parking adjacent to Dolphin Cottage on the Bletchington Road: Cllr Richardson reported that the visibility problems here seemed to have been resolved.

8. Parish Council Assets

War memorial: Cllr Buckingham-Fry had received only one quotation for a cement skirt and so had not been able to submit a grant application. The next deadline for submission was in December. The Council noted its thanks to Revd Bob Wilkes for his recent work in tidying and repairs to the area.

White gates, Bletchington Road: Cllr Buckingham-Fry reported that it seemed Glasdon was the only company which could supply white recycled plastic; other companies supplied coloured versions. She would enquire whether paint could be applied to some of the coloured products.

Damaged notice board, entrance to Gossway Fields: Cllr Richardson reported Mr Houselander would inspect the notice board.

End of season date for mowing contracts (Greens, Sports Field): Mr Podbery hoped only one more cut would be needed in October; the Clerk was waiting for Mr Greenslade's response in respect of the Greens.

DR

RP

<p>9. <u>Defibrillator</u></p> <p>Cllr Richardson’s report to the Village News had elicited one response only to the suggestion of a defibrillator training session. Cllr Brock offered to organize a quiz night on emergency First Aid, including defibrillator use.</p>	TB
<p>10. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVMHC Committee: Cllr Richardson reported that the Committee were focussing on the preparations for the November Fireworks display. Other ongoing work involved upgrades to the fabric of the building, in particular modernising the electricity installation and the replacement of the flooring in the main Hall.</p> <p>Use of the Field by non-Parish teams: Cllr Richardson had confirmed with the Village Hall Bookings Clerk, Mrs Allison, that the Council was content for non Parish paying teams to use the Sports Field.</p> <p>Sports Field Play Area: after the autumn leaf drop Cllr Jenkins would check the level of the play bark in case a top up was needed. It was suggested that quotations for the fence repairs should be obtained from local fencing contractors.</p> <p>Churchyard wall repairs: Mr Matt Giles had quoted £720 plus VAT. The Clerk would meet Zac Coles to obtain a second quotation, for comparison.</p> <p>Shade tree for (Sports Field) Play Area: Cllr Buckingham-Fry had spoken to several local suppliers and would do further research. Sapling height would affect the type of tree support needed. Prices obtained varied between £4 and £25 for a sapling depending on height and girth.</p> <p>Sports field non-mowing maintenance and outfield maintenance: Cllrs Jenkins and Richardson hoped to be able to look into matters over half term and to liaise with Mr Draper to establish the key factors.</p>	SJ RP SJ/ DR
<p>11. <u>Planning</u></p> <p>(i) Mid Cherwell Neighbourhood Plan (MCNP): the next Forum meeting had been postponed until November, the date not yet confirmed.</p> <p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p> <p>(iii) Oxford’s Unmet Housing Needs, Examination by Planning Inspector: Pre-Hearing Meeting on 28<sup>th</sup> of September 2018 within the Council Chamber of Cherwell District Council Offices, Bodicote House. Cllr Richardson had been unable to attend. At present Cherwell DC’s website listed the comments submitted to this Pre-Hearing but no report on the day’s proceedings.</p>	
<p>12. <u>Correspondence</u></p> <p>Use of Social media (Facebook / Nextdoor): the Council discussed the merits of posting information on multiple platforms and noted that the majority of parishioners using Social media used Facebook. <b><i>It was resolved</i></b> to continue the Council’s current practice, whereby the Council would only post information on Facebook and the village Website when urgent or appropriate and that otherwise Facebook and Social media were not appropriate vehicles for communication with the Council.</p> <p>Churchyard extension: A parishioner had enquired about progress with this project: the Council reaffirmed the importance of the project but noted that current membership was still too low to take it forward.</p> <p>Mrs Shackleton had provided a report on the recent bus rep meeting which she had attended (circulated previously to the Council).</p>	
<p>14. <u>Finance</u></p> <p>Parish Council Members’ Allowance level – annual review by Cherwell DC: the Council confirmed that as previously no allowances were needed although re-imburement of reasonable out of pocket expenses should be made.</p> <p>Monthly schedule of receipts and payments: the Council <b><i>approved the payments</i></b> (schedule as presented to the meeting, to be attached to the approved Minutes).</p>	

16. Date of the next meeting

This was confirmed as Tuesday 13<sup>th</sup> November.

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:*

Cllr Buckingham-Fry had attended an OALC training session for recently recruited Councillors on 19<sup>th</sup> September.

Village News article on potential items to be obtained with funding from County Councillor Priority fund: with reference to the discussions at this and previous meetings the items to be proposed in this article were: 20 mph advisory signs; replacement white gates on the Bletchington Road approach; tree saplings (Play Area and grassed area by Car Park); replacement notice board at Gossway Fields entrance.

*Agenda items for future meetings:*

December / January: Parish Council budget 2019 – 2020.

Tree planting – Play Area; grassed area by Car Park.

The meeting closed at 9.45 p.m.

**Signed**

D.M. RICHARDSON

**Chairman**

**Date**

13 NOVEMBER 2018

## KPC 16<sup>th</sup> October 2018

## Planning update (Agenda item 11 ii)

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

KPC No comment submitted.

CDC Permission granted 1<sup>st</sup> Oct (delayed from Sept as arboricultural officer not satisfied).

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 Permission granted 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 Permission granted 2<sup>nd</sup> Oct (delayed from Sept as arboricultural officer not satisfied).

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 Blethingdon Road** Kirtlington Kidlington OX5 3HG

KPC No objection. CDC Permission granted 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 Permission granted 11<sup>th</sup> October, subject to conditions: apply dark brown stain, paint over /cover up window to prevent overlooking of neighbouring property; building regulations compliance may be required.

18/00265/TCA | T1 x Mature Cherry Tree - Reduce overall crown height and spread by up to a maximum of 30% (2-3m) and formatively prune to shape. Remove deadwood, clean out crown of any unwanted crossing branches and remove stubbed branches left as a result of previous poor pruning. |

**2 Turnpike Cottages** Oxford Road

KPC Comments by – Tues 16<sup>th</sup> October

18/00276/TCA | T2 x Field Maple, T9 x Beech - Remove limb overhanging road back to main stem. T4 x Elm, T12 x Ash, T13 x Ash - Fell. T11 x Beech - Crown reduce fork over highway side by 2.5m. |

**OS Parcel 0965 West Of Park Farm Cottages And North Of Kirtlington Park** Akeman Street Kirtlington

KPC Comments by - Mon 22<sup>nd</sup> October.

18/01613/F | Loft conversion | **13 Roman Close** Kirtlington

KPC Comments by – Friday 19<sup>th</sup> October.

18/00285/TCA | T1 x Yew - Reduce tree in height by up to 5.0m and create curved top. T2 x Pear - Reduce tree in height by up to 1.5m, reduce side branches to blend and maintain natural form. T3, T4 x Yew - Crown reduce in height by up to 3.0m, reduce side branches to blend and maintain trees' natural forms. |

**Manor House** South Green

KPC Comments by - Mon 29<sup>th</sup> Oct

18/01327/F | Reinstate door to north elevation; replace windows & doors to north elevation; erect door canopy to north elevation | **Maundon (correctly: MAURDON) Cottage**, South Green

KPC Comments by - EXTENDED Deadline Weds 17<sup>th</sup> October

**At Tuesday 16<sup>th</sup> October – no further validations or decisions**

## KPC 16th October 2018 - Agenda Item 13 - Finance

### Bank statements at 1 Oct 2018

Current a/c at 28 Sept 2018	£44,607.22	<i>Includes both Precept receipts at £24,000, Fete donation at £1,000, earmarked CTRS grant £368.68, earmarked NHB grant £545.80;</i>
Saver a/c at 28 Sept 2018	£3,442.69	<i>Excludes KWACS donation £750 for Pond work.</i>
		<i>£1.72 interest 3rd Sept</i>
	<b><u>£48,049.91</u></b>	
Unbanked cheques	<u>-£1,374.00</u>	<i>Includes £900 to Smiths (Pond work), £348 to Ady Podbery</i>
	<b><u>£46,675.91</u></b>	

### Receipts

Cherwell DC	£12,000.00	Precept 2nd payment
KWACS	£ 750.00	Donation for Pond restoration work (Smiths)

### Payments post Sept KPC, previously approved

OALC	£ 96.00	Training course new councillors (Kate B-Fry)
Smith & Sons	£ 900.00	Pond restoration (opp North Green), incl VAT

### For approval: October 2018 payments

Greenscape Inspires	£ 150.00	Greens mowing w/c 23 Oct
<i>Greenscape Inspires</i>	<i>£ 150.00</i>	<i>Greens mowing w/c 5<sup>th</sup> Nov (unconfirmed at present)</i>
R M Bone	£ 2,099.00	Clerk's Salary 9 July to 10 Oct 2018
R M Bone	£ 8.00	Stationery (2 x reams printing paper)
Ady Podbery	£ 198.00	Mow Sports Field September
Cherwell District Council	<u>£ 192.19</u>	Empty dog bins, summer period
	<b>£ 2,797.19</b>	