

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held in the Village Hall on Tuesday 11<sup>th</sup> December 2018 at 7.00 p.m.**

**Present:** Ms Trudy Brock (from 8 p.m.), Mrs K Buckingham-Fry (from 7.20 p.m.), S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)  
 Cllr Ian Corkin (Cherwell District Council), 7 p.m. to 7.35 p.m.  
**In attendance:** Mr J East

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Griffiths (Oxfordshire CC).</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 13<sup>th</sup> November 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.</p> <p>Mr East asked whether Thames Water had yet arranged a public engagement event; the Clerk advised that confirmation of a drop in session had been received that day (see Item 6). Mr East commented that the sewer beneath the Bletchington Road as far as the former pump station (south of Gossway Fields) was particularly subject to problems and might still back up in the South Farm area. He observed that visibility along the Oxford Road for higher vehicles between the two entrances to Troy Lane was obscured again by hedge overhang.</p>	RP/ DR
<p>4. <u>District &amp; County Councillor Reports</u></p> <p>Cllr Griffiths' December report had been circulated previously.</p> <p>Cllr Richardson invited Cllr Corkin to report on Cherwell DC matters. Cllr Corkin said the joint working arrangements with South Northants District would largely cease in the New Year but this change should not have any impact on Parish Councils. Secretary of State James Brokenshire was opposed to proposals for unitary authorities and so Oxfordshire County Council and Cherwell District were proceeding to maximise opportunities for joint shared services. The District's housing figures had just been published with a good record for new builds and affordable homes. Cllr Corkin referred to a challenge by the Mid-Cherwell Neighbourhood Plan Forum to a planning application at Ardley, as an example of the new status of the MCNP Forum as a statutory consultee. The District and County Council's position on the Oxford-Cambridge Expressway was officially neutral. Cllr Buckingham-Fry mentioned local rumours that the Bletchington quarry would be used to supply the HS2 project; at this point Mr East said he thought it more likely that the quarry took the waste and observed that heavy goods vehicles (transporting rubble/waste) should limit their journeys on local roads by leaving a site with a load, not empty.</p> <p>The Clerk reported on the Oxfordshire County Council Parish Liaison meeting held at Exeter Hall (Kidlington) on 28<sup>th</sup> November. This was one of a new series of Parish Liaison meetings, organised for the first time by the County Council. There had been useful and direct contact with senior members of staff; she would forward follow-up information including contact details and recommended that Parish Councillors attended any future OCC Parish Liaison events.</p> <p>County Councillors' Priority fund (Highways or community group project): Cllr Richardson summarised the responses to his article in the Village News requesting suggestions. Four parishioners had responded suggesting the following: an application for a 20 mph zone through the central area; "20 is plenty" signs and consideration of a narrowing of the road to a single lane near the Pond or on the Bletchington Road near the bus stop; crossing points near the Shop and the School; a warning sign (re: children crossing) opposite the entrance to Molly Minns Lane; gravel top-ups on central village footpaths. Cllr Griffiths (Oxfordshire CC) had requested claims for funding by January so Cllr Richardson would draw up a schedule of the options for final decision at the January Parish Council meeting.</p>	RP  DR

<p>5. <u>Progress reports</u></p> <p>First Aid and defibrillator training: Cllr Brock had suggested dates in February to South Central Ambulance Service and hoped the session would be free although that was not certain; if February was not possible then it would probably have to wait until a date in April.</p> <p>Footpaths: Cllr Brock had met Dr Macbeth; she confirmed that Mr Wren checked the parish footpaths twice a year in his capacity as warden liaising with the County Council; Dr Macbeth hoped that the village footpath association could be re-started, perhaps by young parishioners.</p>	TB
<p>6. <u>Thames Water / Consumer Council for Water (CC4W), update</u></p> <p>The Clerk reported that Thames Water had confirmed it would carry out further CCTV surveys, which might start in the New Year, and Thames Water hoped to report on this by 31<sup>st</sup> January 2019. Also, Thames Water had confirmed a public drop-in session on 9<sup>th</sup> January, 3 p.m. to 8 p.m. in the Hazel Room. The Clerk would write to Thames Water to set out the matters the Parish Council hoped Thames Water would be able to discuss and explain at this event. Cllr Richardson suggested a further meeting with Thames Water might be fruitful, after the CCTV surveys had been carried out.</p>	RP
<p>7. <u>Highways / Road safety measures:</u></p> <p>Covered in Item 4.</p>	
<p>8. <u>Parish Council Assets</u></p> <p>War memorial: Cllr Buckingham-Fry hoped to hear the result of her grant application by 20<sup>th</sup> December.</p> <p>White gates, Bletchington Road: action on this was on hold until a final decision was taken on the purpose of the County Councillor Priority fund expenditure.</p> <p>Damaged notice board, entrance to Gossway Fields: Cllr Richardson would contact Mr Darke.</p> <p>Salt bins: OCC Highways had refilled the four salt bins (Gossway Fields, Oxford Close, Hatch Way, Park Close). The bin in the Village Hall car park was also quite full of fresh salt and Mr Pratt had offered to re-fill this as necessary, as this bin was the Parish Council's responsibility.</p>	DR
<p>Cllr Jenkins referred to his recent email correspondence with Dr Macbeth in relation to the removal of leaves from Molly Minns Lane. He suggested that a compost bin for the leaves be provided, perhaps near the Scout Hut. He would investigate costs and design options and would enquire if the Allotments Society might be interested in the leafmould as a resource.</p>	SJ
<p>Land adjoining South Green and potential acts of ownership: <i>it was resolved</i> that a reminder of the Parish Council's freehold title absolute should be sent to Mr and Mrs Hessler, and to Dr and Mrs Blackwell, as the letters sent in January 2018 setting out the Parish Council's ownership of the areas of land used by those households had not been acknowledged.</p>	RP
<p>9. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVMHC Committee: Cllrs Richardson and Jenkins attended the recent presentation by Sustainable Kirtlington on the proposals for a solar panel installation on the Village Hall roof. To meet the deadline for the feed in tariffs the installation had to be in place and functioning by April 2019. At the presentation members of the audience had raised the question of whether Sustainable Kirtlington should use the normal planning application process as this would allow open consultation. The Clerk reported that Cherwell DC had advised that the proposal was at present considered as permitted development (and therefore could be ratified solely by means of a Lawful Development Certificate); the same proposal on a listed building however would require applications for the usual consents. There was no requirement for public consultation on applications for Lawful Development Certificates. The Council noted some concerns as to the validity of the proposals, principally because a very significant investment was needed and the payback period was extremely long. There was support however for electric vehicle charge points in the Village Hall Car Park. Cllr Richardson would take the matter forward.</p>	DR
<p>The Council noted the successful installation of a new floor in the main Hall.</p> <p>Play Area: Cllr Jenkins had asked Mr Matt Giles to quote for a replacement fence. It was noted more play bark might be needed later in 2019.</p>	SJ

<p>Shade trees for (Sports Field) Play Area; commemorative tree for grassed area alongside Car Park: Cllr Buckingham-Fry reported that her original order had been mislaid by the suppliers and so the timeframe for delivery was now unknown; she suggested she now request free delivery. The Council noted that instead of bare rooted trees it might be possible to obtain the same species with root balls, which would offer greater flexibility as to planting dates.</p>	KB
<p>Churchyard wall repairs: Mr D Butler had completed the work by the end of November.</p>	
<p>Sports Field last cut of season: Mr Podbery had done this on 8<sup>th</sup> November.</p>	
<p>10. <u>Planning</u></p>	
<p>(i) Mid Cherwell Neighbourhood Plan (MCNP): the next Forum meeting had been rescheduled for 9<sup>th</sup> January (clashing with the Thames Water public engagement event) and the Clerk would contact Dr Macbeth, Miss Marsh and Mr Kyte to establish who could attend.</p>	RP
<p>(ii) Weston on the Green Development Plan (Neighbourhood Plan), public consultation: the Council noted the comments deadline, Friday 11<sup>th</sup> January 2019; the Clerk would contact the Planning Subcommittee to invite comments.</p>	RP
<p>(iii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p>	
<p>(iv) Update: Partial Review of Cherwell DC Local Plan (Oxford’s Unmet Housing Needs), Examination by Planning Inspector: the Hearing date was likely to be in February.</p>	
<p>Other:</p>	
<p>Oxford-Cambridge Expressway – Weston on the Green Parish Council had hosted a meeting for Parish Councils on 20<sup>th</sup> November which the Clerk had attended. It had been suggested that Parishes in the Weston on the Green area set up an Action Group; however there had been no clear expression of support for this and some suggested it would only duplicated the efforts of existing recently established lobby groups. There was apparent consensus that the minimum action should be that Parish Councils sign up to the No Expressway Alliance (NEA), for which there was no membership fee. <i>It was resolved</i> that the Clerk should do this on behalf of Kirtlington Parish Council.</p>	RP
<p>11. <u>Correspondence</u></p>	
<p>Mr Clifford had written to advise that his and Mrs Clifford’s permission should be sought if any work or repairs were envisaged to the five-bar gate at the Molly Minns entrance to the Scout Hut area, as he and Mrs Clifford had provided the gate.</p>	
<p>12. <u>Finance</u></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) and the additional payments (gift to Ms Marsh and Mr Kurgo; CPRE annual subscription).</p>	
<p>Draft Budget 2019-2020: the interim receipts and payments statement (to 31<sup>st</sup> October 2018) and the Draft Budget had been circulated to the Council following the meeting between Cllrs Richardson and Jenkins and the Clerk. In advance of approval at the January 2019 meeting of the Draft Budget and a decision on the Precept Request for 2019-20 it was recommended that the Precept remain at £24,000.</p>	
<p>OALC training course, Internal Audit, 10<sup>th</sup> January, at £45 per delegate; only the Clerk was able to attend.</p>	
<p>13. <u>Date of the next meeting</u></p>	
<p>This was confirmed as Tuesday 8<sup>th</sup> January 2019.</p>	
<p>14. <u>Councillors’ reports and items for future agendas</u></p>	
<p>Minor matters of information not elsewhere on the agenda (not for debate/decision) and items for future agendas: none.</p>	

Agenda items for future meetings:

January: Parish Council budget 2019 – 2020 – consideration and adoption.

January: Lamb Ale, fairground provision: the Council would review the type of stalls and rides best suited for the fairground installation on South Green.

The meeting closed at 9.10 p.m.

**Signed**                    D.M.RICHARDSON

**Chairman**

**Date**                      8 JANUARY 2019

18/01613/F | Loft conversion |

**13 Roman Close** Kirtlington

KPC No objection

*CDC Permission granted 30<sup>th</sup> November.*

18/01771/F | Removal of existing front porch. Construction of new front porch. Removal of conservatory. Construction of single storey extension. Partial conversion and alterations to garage. |

**11 Hatch Way** Kirtlington OX5 3JS

KPC No objection

*CDC Permission granted, 28<sup>th</sup> Nov, ref amended details received 20<sup>th</sup> Nov.*

**Winterlake** Springwell Hill Bletchingdon OX5 3HG

Ref. No: 18/01750/F | Received: Mon 08 Oct 2018 | Validated: Mon 08 Oct 2018 | Status: Awaiting decision

18/01750/F | Demolition of existing dwellings and erection of a replacement dwelling | Winterlake Springwell Hill Bletchingdon OX5 3HG

KPC No objection

*CDC Permission granted Mon 3<sup>rd</sup> December*

**Winterlake Previous permission,**

*17/00974/F | Demolition of existing dwelling and erection of a replacement dwelling | Winterlake Springwell Hill Bletchingdon OX5 3HG*

**18/00299/TCA** - G1 x Beech screen - Reduce overall height of screen by approximately 3.5 metres (30%), reduce south facing lateral spread of remaining screen by up to 3 metres in branch length, prune to shape & contain. T2 x Holly - Remove x 6 lower branches and balance height of crown. G3 x 2 nos Leyland cypress screen - Raise canopy height by up to 2.5 metres. | Oxford Arms

**Oxford Arms Troy Lane** Kirtlington OX5 3HA

KPC No objection

*CDC No objection = permission, 21<sup>st</sup> Nov.*

**18/00300/TCA** | G1 x 4 nos Sycamore - Crown thin of 20%, to include removal of epicormic growth up to 6.0m. T2 x Sycamore - Fell to ground level as shading conservatory, surface root damage. T3 x Horse Chestnut - Crown lift up to 4.0m above ground level; secondary branches only. T4 x Hawthorn (dead) - Fell to ground level. T5 x Birch - Crown lift to 3.0m; removing 2 x lowest branches. T6 x Apple - Carry out annual prune. T7 x Sycamore - Remove epicormic growth up to 5.0m. T8 x Hawthorn - Fell to ground level as suppressed tree with poor form. |

**5 The Chestnuts** Kirtlington OX5 3UB

KPC No objection but queried whether the extent (height) of works to G1, T3, T5 is necessary.

*CDC No objection = permission, 21<sup>st</sup> Nov.*

**18/01832/F** Erection of greenhouse

**The Old Vicarage Church Lane** Kirtlington OX5 3HJ

KPC No objection email Weds 21<sup>st</sup> November but requests that the description on the application form is followed rather than that in the Design and Access statement, i.e. the aluminium is finished externally in RAL 7032 Woodsage Grey, not white, and the plinth is Cotswold stone, not red brick.

*CDC Determination 17<sup>th</sup> December*

18/01884/TPO | To lift the lower branches of the lime tree in the front garden of the property to approx 3m above ground level. Thin the canopy and reduce the height by approx 2m. Tree causing light issues to property. Tree subject to TPO 8/2018 |

**Trinity Lodge** Bletchingdon Road Kirtlington OX5 3HF

*KPC Objection and queries need for intervention*

*CDC Determination 21<sup>st</sup> December*

18/00317/TCA | Yew - Reduce overall height of screen by up to 2 metres. Prune or trim side by up to 1 metre to contain & shape |

**Oxford Arms** Troy Lane Kirtlington OX5 3HA

*KPC No objection*

*CDC No further comments or objection = permission 27<sup>th</sup> November*

18/01885/TPO | To lift the lower branches of 2 No lime trees at the front entrance of property to approx 3m above ground. Thin out the canopy to max of 30% and reduce the height by approx 2m to allow extra light into the property and keep trees maintained - subject to TPO 37/1989 |

**Oldbury** Bletchingdon Road Kirtlington OX5 3HF

*KPC Objection.*

*CDC Determination 26<sup>th</sup> December*

18/01890/F | Two storey rear extension |

**Foxtownsend Lodge South** Heyford Road Kirtlington OX5 3HS

*KPC Concern that rear extension extends too far and may affect amenity of neighbouring properties*

*CDC Determination 26<sup>th</sup> December.*

18/01978/TPO | **T1 Yew** - Reduce in height by 2.5m all round and place wire to support all side branches so the tree can hold its shape - Subject to TPO 12/18 |

**Manor House South Green** Kirtlington OX5 3HJ

*KPC Requested reduction in scale of works and protection from wire damage.*

*CDC Determination 8<sup>th</sup> Jan.*

18/00148/NMA | Non-material amendment to 18/00366/F - minor design changes to the internal layout of each plot, minor external changes to each plot and revised design for proposed garage doors |

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

*KPC NMA = Not consulted / no comments deadline set*

*CDC Determination: Tue 18 Dec 2018*

*Papers received Friday 7<sup>th</sup> December 2018:*

18/02035/F | Single storey and first floor extensions |

**Oxford Lodge** Bletchingdon Road Kirtlington Kidlington OX5 3HF

*KPC Comments by Weds 19<sup>th</sup> Dec for Fri 26<sup>th</sup> Dec.*

*CDC Validated Mon 26<sup>th</sup> Nov. Determination 21<sup>st</sup> January 2019*

***At Tuesday 11<sup>th</sup> December 2018 – no further validations or decisions***

**KPC 11th December 2018 - Agenda Item 12 - Finance**

Current a/c at 29 Nov 2018	£41,434.03
Saver a/c at 29 Nov 2018	£3,442.69
	<u>£44,876.72</u>
Unbanked cheques	<u>-£309.00</u>
	<u>£44,567.72</u>

*Includes both Precept receipts at £24,000, Fete donation at £1,000, earmarked CTRS grant £368.68, earmarked NHB grant £545.80; Includes £900 expenditure and £750 receipt for Pond work. unchanged from previous statement*

*2 x Ady Podbery; 1 x KVHMC*

**Payments post November KPC**

None

**Receipts to note**

Sustainable Kirtlington	£	50.00	Annual rent for license - corner of Gravel Pit field Included in Bank Statement
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**For approval: December 2018 payments**

Ady Podbery	£	99.00	Mow field 8th Nov, last cut of season
R M Bone	£	15.98	Reimburse 2 x A4 notebooks
OALC	£	54.00	1 x delegate Internal Audit training, 9th January 2019, incl VAT
David Butler	£	<u>547.60</u>	Repair Church Wall near Cedar
	£	716.58	

**For consideration - additional payments**

OALC	£	54.00	2nd delegate Internal Audit training, 9th January 2019, incl VAT
(sum similar to last year)		£100	Gift to Ms Marsh and Mr Kurgo
CPRE	£	36.00	Annual subscription