

KIRTLINGTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held in the Village Hall on Tuesday 8th January 2019 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 County Council), until Item 5
In attendance: Mr J East

	Action
<p>1. <u>Apologies</u></p> <p>Ian Corkin (Cherwell DC).</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 11th December 2018</u></p> <p>The minutes were approved.</p> <p>Minutes of the meeting held on 11th November 2018: it was noted that Cllr Brock had attended from 7 p.m. until 8 p.m., and not from 8 p.m. as recorded.</p> <p>Cllr Richardson exercised his discretion as Chairman to invite members of the public to speak.</p> <p>Mr East suggested moneys from the County Councillor Priority Fund could be used in the purchase of a new mower.</p> <p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Griffiths' January report had been circulated previously.</p> <p>Cllr Richardson invited Cllr Griffiths to report on Oxfordshire CC matters. Cllr Griffiths said a matter of great concern at present was a potential cutback in funding for mental health and she would be discussing this with Cllr Corkin, and would seek clarification as to whether proposals were cuts or a "rebalancing". She hoped to speak at a future Council meeting on the Oxford-Cambridge Expressway, and would represent the views of parishes in her ward. Questions to be posed might include what evidence existed that the Expressway was considered desirable and which bodies were requesting it; it could also be suggested that the as yet unbuilt rail link should be used instead, that improvements to the A34 should not be at the cost of harm to the locality, and that the Expressway did not contribute to the Government's aspirations to reduce carbon emissions.</p> <p>Cllr Griffiths mentioned also the discussions between the County and Cherwell District Councils on the restructuring of off-street and on-street parking controls (also described as "decriminalisation") as Thames Valley Police did not have the resources to enforce parking restrictions; she also encouraged submission of the Parish Council's application to the County Councillor Priority Fund. She confirmed that money from this Fund not claimed for the year 2018-19 could be carried forward to 2019-20 and said that while ideally she would like to receive applications in January this was not strictly necessary. Cllr Griffiths left the meeting.</p> <p>County Councillors' Priority fund 2018 - 20 (Highways or community group project, up to £4,999 per Parish over two years): the Council discussed the proposals raised at previous meetings and parishioner responses to the Village News articles. <i>It was resolved</i> to formulate an application for "20 is Plenty" advisory signs, the cost of replacement white gates on the Bletchington Road, and to carry any unspent moneys over to the following year. Cllr Richardson would draw up the application and would contact the County Highways department for guidance on the cost of a crossing near the Shop, which could potentially be a project for the second year of funding.</p> <p>5. <u>Progress reports</u></p> <p>First Aid and defibrillator training: Cllr Brock said this would take place in the evening of Thursday 18th April. A donation of £150 to £300 might be needed and she suggested a raffle might raise such a sum. She hoped to run the evening in the style of a quiz night.</p>	DMR

<p>Footpaths: Cllr Brock had emailed Mr Wren (parish footpath warden liaising with the County Council). She suggested that in due course the ideal situation would be that certain people would look after particular paths.</p> <p>Compost bin for Sports Field: Cllr Jenkins was investigating the options.</p> <p>6. <u>Thames Water / Consumer Council for Water (CC4W), update</u></p> <p>Thames Water residents' drop-in session, Wednesday 9th January, 3p.m. to 8 p.m., Hazel Room:</p> <p>The Council discussed arrangements for attendance at this event by Council members. To date no information had been received about the further CCTV surveys of the pitch fibre sections of the central village sewer; it was agreed that when more was known it might be appropriate to invite Thames Water representatives to the February Parish Council meeting.</p> <p>7. <u>Highways / Road safety measures:</u></p> <p>OCC Highways North Area – liaison with Parish Councils: Mr Paul Wilson of OCC Highways had written to Parish Councils setting out contact details for the key staff at North Area Operations; the letter also stated that a member of the team would make contact with each Parish Council in the near future in order to discuss local problems.</p> <p>Cllr Richardson reported he had emailed the Highways team about the restricted visibility, which particularly affected high cab vehicles, on the Oxford Road southbound between the two Troy Lane exits.</p> <p>The Council noted several Road Closure notices affecting the immediate area, and had advertised them on Facebook, namely:</p> <p>7th to 18th Jan: T6157 - A4095 east-west stretch from north of village along to the B430 8th to 10th Jan: T5624 - Centre of Bletchington westwards along to A4095 turning this side of Rock of Gibraltar 21st to 25th Jan: T6149 - A4095 Station Road/Corner Farm westwards along to exit this side of Rock of Gibraltar</p>	SJ
<p>8. <u>Parish Council Assets</u></p> <p>War memorial: Cllr Buckingham-Fry was obtaining further quotations, for repairs using concrete instead of Portland Stone, in order to amend the grant application.</p> <p>Damaged notice board, entrance to Gossway Fields: Cllr Richardson had contacted Mr Darke.</p>	KBF
<p>9. <u>Lamb Ale 2019 (14th to 16th June)</u></p> <p>The Parish Council discussed the style of fairground rides normally provided by Hebborn's, in the light of preferences expressed by some parishioners in 2018. It was resolved to ask Hebborn's if they could provide more options in a vintage style, and which might be more family friendly. Cllr Richardson would draft a letter for review by Council members.</p>	DMR
<p>10. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVMHC Committee: Cllr Richardson reported on the most recent Committee meeting.</p> <p>Proposal for solar panels on roof: Sustainable Kirtlington had obtained a pledge from Viridor for the full sum they had applied for, which was £20,000. The proposal to install the panels was therefore proceeding and Sustainable Kirtlington was pressing ahead with its application for a Lawful Development Certificate. The installation of two electric vehicle charging points was part of the same Sustainable Kirtlington project.</p> <p>Sports Field Play Area Climbing Frame: a cable had come loose from its ground fixing and Cllr Jenkins was in contact with the suppliers, Playdale. Playdale had advised that one of their engineers should visit the site, or there would be a charge of £295 to fit replacement parts if it was established the defect had occurred within the warranty period. Cllr Jenkins would therefore arrange a site visit; Cllr Richardson said he would like to attend if possible. It was hoped there would be no charge for the replacement parts.</p> <p>Play Area fence: Cllr Jenkins had not yet received Mr Matt Giles' quotation for the replacement of the fence.</p>	SJ/ DMR

<p>Sports field fence: Former Councillor Sam Tylor had confirmed that one of his contractors had replaced a number of the posts; he thought additional replacement posts might be needed but was not sure of this. Shade trees for (Sports Field) Play Area; commemorative tree for grassed area alongside Car Park: Cllr Buckingham-Fry reported that her original order had not in fact been placed by the suppliers. It was agreed to purchase trees with root balls instead, and she would obtain prices.</p>	KBF
<p>Sports Field mowing: it was agreed the Clerk should ask Mr Podbery to quote for the 2019 season.</p>	RP
<p>Cherwell DC had contacted parishes shortly before Christmas with details of Government funding for “pocket parks”. The deadline for applications was 25th January and it was agreed this timeframe was too short. The Clerk would ask if the scheme would be repeated at a future date.</p>	RP
<p>11. <u>Planning</u></p> <p>(i) Mid Cherwell Neighbourhood Plan (MCNP): Martin Lipson, Chairman of MCNP Forum, had informed Forum members that the Examiner’s report had been received before Christmas; Cherwell DC had reviewed the report and it was now public. It was expected that the Referendum would be held in March or in April at the latest. Government guidelines on the conduct of Neighbourhood Plan referendums stated that Parish Councils could not promote a “yes” vote. Cherwell DC would be responsible for organising the referendum, in its capacity as organiser of elections and other local democratic processes.</p> <p>MCNP Forum meeting, 9th January: Dr Macbeth could attend.</p> <p>MCNP Forum status as statutory consultee for Planning Applications within MCNP area: the Council noted that Cllr Ian Corkin had brought this matter to the Council’s attention at its previous meeting. The matter had been highlighted by the letter from the MCNP Chairman to Ardley Parish Council, which stated that a recent application for an affordable housing development was not compatible with MCNP agreed policies. The Clerk had forwarded details to the Parish Council and the Planning Sub-Committee.</p> <p>(ii) Weston on the Green Development Plan (Neighbourhood Plan), public consultation until 11th January 2019: it was agreed the Parish Council would not submit a comment.</p> <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 session would commence on Tuesday 5th February.</p> <p>Other:</p> <p>Oxford-Cambridge Expressway: The Clerk had enrolled the Parish Council as a member of the No Expressway Alliance (NEA). At present there was no information on any important future meeting.</p>	
<p>11. <u>Correspondence</u></p> <p>The Office of the Police and Crime Commissioner for Thames Valley Police had written on 19th December to advise of a public survey on his proposal to increase Council Tax to assist operational policing. The survey dates were 19th December 2018 to 9th January 2019.</p>	
<p>13. <u>Finance</u></p> <p>Draft Budget 2019-2020; Parish Precept 2019 - 2020:</p> <p>The Draft Budget for 2019 – 2020 as circulated to the Council ahead of its meeting on 11th December had been circulated again ahead of this meeting. It was resolved that the Parish Precept request for 2019 – 2020 should be unchanged, at £24,000. The Clerk would submit the Precept Request to Cherwell DC.</p> <p>It was resolved to approve the Draft Budget for 2019 – 2020, subject to the following adjustment: it was resolved that the budget for the Clerk’s salary for that period be increased from £9,000 to £9,500, to reflect the NALC recommended increase in hourly rates for Clerks (the hourly rate for Spinal Column Point 22 from January 2015 was £10.527, and would increase to £11.22 from 1st April 2019).</p>	RMP

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

Bank Account signatories: Barclays Bank had confirmed the mandate change; **the Council noted** that Cllr Richardson was therefore now a signatory.

14. Date of the next meeting

This was confirmed as Tuesday 12th February 2019.

15. Councillors' reports and items for future agendas

Minor matters of information not elsewhere on the agenda (not for debate/decision):

Churchyard extension: Cllr Richardson reported the Very Revd Bob Wilkes would be happy to assist the Council with this project, and Cllr Richardson was therefore liaising with former Councillor Sadler to establish the next steps.

Former Councillor Pratt had offered to assist with minor tree pruning over the winter / early spring period.

Cllr Jenkins suggested new Play Bark would be needed for the Sports Field Play Area in April or May.

Agenda items for future meetings:

Risk analysis / effectiveness of Internal Audit

The meeting closed at 9.05 p.m.

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

Date **12 FEBRUARY 2019**

DMR

RP/
DRP

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 Permitted, 18th December

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 Permitted, 18th 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 Conservation Dept objected to the two storey element. Application permitted, 4th January.

Conditions: use of natural stone and slate, bat habitat protection.

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 8th 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 Permitted, 18th December

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

Oxford Lodge Bletchingdon Road Kirtlington Kidlington OX5 3HF

KPC Additional time allowed to Weds 9th January – comments will include support of Highway's

Condition to prevent cars permanently parking on the verge around the entrance to the Park.

CDC Validated Mon 26th Nov. Determination 21st January 2019

18/01832/F Erection of greenhouse

The Old Vicarage Church Lane Kirtlington OX5 3HJ

KPC No objection 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 Time extension to 31st Jan 2019 to allow applicant to supply stone sample for base (to match house)

At Tuesday 8th January 2019 – no further validations or decisions

KPC 8th January 2019 2019 - Agenda Item 13 - Finance

Draft Budget 2019 – 2020

To consider: Parish Precept 2019 – 2020 to remain at £24,000

To consider: approval of the Draft Budget 2019 – 2020

Current a/c at 28 Dec 2018 **£40,573.45**

Saver a/c at 28 Dec 2018 **£3,444.41** Interest £1.72, December 2018

£44,017.86

Unbanked cheques -£201.00

£43,816.86

Payments post December 2018 KPC

CPRE £ 36.00 Annual subscription (approved KPC Dec 2018)

For approval: January 2019 payments

RM Bone	£ 2,187.84	Clerk's salary w/c 15th Oct 2018 to 4th January 2019 <i>excluding Employee NICs for this quarter</i>
R M Bone	£ 104.11	Reimburse gifts to Ms Marsh and Mr Kurgo, postage
HMRC	£ 23.99	Employer and Employee NICS for this quarter
KVHMC	£ 12.00	Room hire November 2018
KVHMC	£ 12.00	Room hire December 2018
Barclaycard Commercial	<u>£ 32.00</u>	Annual card fee

£ 2,371.94