

KIRTLINGTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held in the Village Hall on Tuesday 12th February 2019 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 Matthew Peapell (Thames Water, Customer Liaison) until Item 4

	Action
<p>1. <u>Apologies</u></p> <p>None received.</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 8th January 2019</u></p> <p>The minutes were approved.</p> <p>Cllr Richardson exercised his discretion as Chairman to bring Item 6 (Thames Water) forward and invited Mr Peapell to speak. Mr Peapell confirmed that Onsite had commenced the re-rounding and relining work of the main sewer under the A4095 from level with (roughly) the Oxford Arms to level with the southern exit of Troy Lane. The CCTV surveys of the village public sewer network were due to start on 25th February and would take about five days; if progress permitted, extra sections might be included in this exercise. A CCTV unit for Thames Water's main line operations would be made available with a jetting unit. The technical review of the surveys would take about two weeks. Cllr Richardson enquired whether the survey would include a check on the overall condition of the pipework and not just the material (pitch fibre, clay, or other) and whether that would lead to an ongoing maintenance plan and what the lead time for any works might be. Mr Peapell confirmed he was keen to report the findings to the Council but that might not be possible until the Council's meeting on 9th April. As regards whether any repair work would be undertaken he suggested the extent of any intervention would depend on what was identified; emergency work involving excavation was normally done within a day or so; non-critical repairs would take perhaps two weeks to be scheduled. Work which might be best carried out by Onsite (re-rounding, relining) would depend on Onsite's availability. It was confirmed that re-rounding and re-lining was not suitable for clay pipes; repairs to clay pipes would involve excavation. The Clerk would contact Ms Hodson at Thames Water to confirm the March and April Parish Council meeting dates.</p> <p>Mr Peapell left the meeting at 7.30 p.m.</p> <p>Further to the Consumer Council for Water's agreement in July 2018 to review the Parish Council's case (January and July 2019) the Clerk reported she had written to the Consumer Council for Water with a summary of the Thames Water repairs and exchanges with the Parish Council since July 2018.</p>	RMP
<p>4. <u>District & County Councillor Reports</u></p> <p>No reports had been received.</p> <p>County Councillor's Priority fund for period 2018 – 19 / 2019 – 20 – Highways or community group project: Cllr Richardson had written to Cllr Griffiths to confirm the Council would submit an application shortly; Cllr Griffiths had helpfully brought this to the attention of the County Council's Corporate Care team.</p>	
<p>5. <u>Progress reports</u></p> <p>Dr Caroline Jenkins had offered to assist with the Play Area and Cllr Jenkins would contact Dr Jenkins.</p>	SJ
<p>First Aid and defibrillator training (Thursday 18th April): Cllr Brock had submitted an article to the Village News and would provide a reminder for the next edition.</p>	TB
<p>Footpaths: Dr Macbeth had reported on ivy growth obstructing the stile at the footpath link at the southern end of Hatch Way; Mrs Mason had offered to help Mr Wren to clear this. It was recommended that the hedge at the southern</p>	

<p>end of Tinker's Ditch should be inspected later in the spring as it seemed some hedging plants may have been removed. If that was the case some re-laying might be needed but it was hoped there might be some re-growth which would make re-laying unnecessary. Also, later in the season brambles and nettles should be kept in check.</p>	<p>TB / RMP</p>
<p>6. <u>Thames Water / Consumer Council for Water (CC4W). update</u></p>	
<p>See Item 3.</p>	
<p>7. <u>Parish Council Assets</u></p>	
<p>War memorial: Cllr Buckingham-Fry reported the application for a grant had been refused; no reason had been given but it was possible to re-apply. It was suggested a second application should be postponed until the new tax year; also telephoning the charity might elicit the reason for the refusal.</p>	<p>KBF</p>
<p>Greens mowing contract, 2019 season: the Council resolved it was content to re-appoint Greenscape Inspires (Mr Greenslade) and the Clerk was asked to request the schedule.</p>	<p>RMP</p>
<p>The Council noted that letters had been delivered to Dr and Mrs Blackwell and to Mr and Mrs Hessler regarding the Parish Council owned land adjacent to their properties on South Green, and re-iterating the Council's freehold title absolute to the areas in question, the details of which had been set out in letters sent in January 2018. Dr Blackwell had acknowledged (28th January 2019) receipt of those details; to date Mr and Mrs Hessler had not responded.</p>	
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>Location of two electric vehicle charging points, adjacent to Village Hall: Mrs Hawkesworth had written with details of the proposal to install the charging points in a small freestanding wall at the southern end of the car park. The Council resolved it was happy with this proposal but would request further information on how the usage would be metered and how customers would be charged.</p>	<p>RMP</p>
<p>Sports Field Play Area Climbing Frame, failed ground fixing bolt: Cllr Richardson had met the Playdale engineer at the Play Area on 5th February. The engineer had repaired the bolt and would report the details to Playdale; Cllr Richardson believed it should be covered by the warranty. Cllr Jenkins hoped to be able to recoup the cost of the inspection, for the same reason, and would liaise with Playdale.</p>	<p>SJ</p>
<p>Play Area fence: Cllr Jenkins hoped to receive the quotation for the replacement fence shortly.</p>	<p>SJ</p>
<p>Tractor shed: Council members would ensure access for essential equipment, such as grounds maintenance kit.</p>	<p>SJ/ DMR</p>
<p>Sports field (outfield) management: Cllr Richardson would post an appeal for volunteers on the Facebook page.</p>	<p>DMR</p>
<p>Quotation for Sports field mowing contract for 2019 season: it was resolved to accept Mr Podbery's quotation of £84.50 per cut plus VAT (increased from £82.50 per cut for 2018). The quotation included the weed and feed treatment charge which was unchanged from 2018, at £230; this option could be requested as the need arose.</p>	<p>RMP</p>
<p>Sports field, proposal for leaf litter bin: Dr Macbeth had suggested a similar design to the pallet construction in the Churchyard and Cllr Jenkins was considering this.</p>	<p>SJ</p>
<p>Sports wall and Multi-Area Games Area ("MUGA"): Dr Macbeth had also reported a depression in the MUGA surface, at the south west corner, and Councillors would inspect this. It was noted that the company which had built the wall and MUGA was no longer trading.</p>	<p>DMR</p>
<p>9. <u>Planning</u></p>	
<p>(i) Mid-Cherwell Neighbourhood Plan (MCNP) Referendum: the Council noted the date of the Referendum, which would be held on Thursday 21st March. Cherwell DC would manage the publicity and voting as for a normal election. Bound copies of the Plan documents were already on display in the Shop. It was also noted that Parish Councils were not permitted to promote a "yes" vote.</p>	
<p>Circulation of MCNP Forum Flyer between 1st and 10th March to all households in each parish: it was noted that the MCNP Forum was allowed to promote support of the Plan, and to this end would supply flyers to all member parishes.</p>	
<p>MCNP Forum meeting / AGM Weds 24th April: it was noted that Ms Marsh could attend.</p>	
<p>MCNP administration fee per parish for 2019: the Forum had advised this would be the same as for 2018, at £460 for</p>	

<p>Kirtlington, however the sum would not be confirmed until the MCNP AGM on 24th April.</p> <p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p> <p>(iii) Other:</p> <p>Former Akeman Spinney site, Cherwell DC invitation to Parish Council to suggest name: <i>the Council resolved</i> to reply suggesting that Akeman Spinney be retained as the name for this site.</p> <p>Oxfordshire Plan 2050 (previously called the Joint Statutory Spatial Plan) – public six week consultation for February – March, on vision / spatial objectives / level of growth: it was noted that the consultation dates had been confirmed as 11th February to 25th March 2019. Oxfordshire CC was organising a roadshow and exhibitions at locations including Kidlington and Bicester.</p> <p>Churchyard extension: Cllr Richardson had met former Councillor Sadler and the Very Revd Wilkes. The Very Revd Wilkes would liaise with the PCC and the Diocese to establish the next steps needed in this process.</p> <p>Oxford-Cambridge Expressway: the Alliance would hold a conference on March 30th at the John Paul II Centre, Bicester. The High Court had refused permission for BBOWT to challenge the Government over the lack of a Strategic Environmental Assessment (SEA) or a Habitats Regulation Assessment (HRA) as part of the process of selecting a ‘Growth Corridor’ (within which the Expressway and associated housing would be built).</p>	RMP
<p>10. <u>Correspondence</u></p> <p>OCC Countryside Records: dismissal of BOAT applications including Aves Ditch between the Lower Heyford Road to Portway: on 23rd January 2019 the County Council had dismissed the application of February 2018 by the Trail Riders’ Fellowship to upgrade (among others) use of Aves Ditch, currently recorded as a Restricted Byway, to a Byway Open to All Traffic. The Clerk had informed Mrs Nicholson and former Councillor Tylor as landowners affected by the application.</p> <p>The Council had received reports of teenagers smoking marijuana locally; details would be forwarded to the Kidlington neighbourhood policing team.</p> <p>Mill Lane: concern had been expressed about the installation of security lighting and a post box at the renewable energy farm, however Cherwell District Council’s Planning department had advised there was no new proposal for development at this site.</p> <p>Oxfordshire County Council report on first series (Nov 2018 – Jan 2019) of Town & Parish Liaison meetings: an emailed report had been received and further liaison meetings would be scheduled.</p>	DMR /RMP
<p>11. <u>Finance</u></p> <p>S137 expenditure for 2019 – 2020 (expenditure which must be in the interests of and to directly benefit the Parish area or any part of it and some or all of its inhabitants, when there was no other specific expenditure power available): NALC had advised this was set at £8.12 per elector. The Council noted the SD137 limit for this period. The number of electors in Kirtlington was currently around 770.</p> <p>Internal audit – appointment of internal auditor for period to 31st March 2019: the Clerk would approach Mr Rice to ask if he would be willing to perform this task. <i>It was resolved</i> to confirm the appointment at the next meeting.</p> <p>OALC course, Internal Audit, 10th Jan 2019: the Clerk reported on this course. NALC (the National Association of Local Councils) defined Internal Audit as “(focussing) on key internal control objectives covering key financial and accounting systems”; it therefore included areas of risk, and the corresponding control mechanisms. The Clerk would liaise with Cllrs Richardson and Jenkins to set a date for a review of any significant risks, the control mechanisms and to review the scope of the internal audit.</p> <p>Monthly schedule of receipts and payments: the Council <i>approved the payments</i> (schedule as presented to the meeting, to be attached to the approved Minutes).</p> <p>Barclaycard Commercial account: <i>the Council noted</i> that Barclaycard Commercial had required the Clerk to set up online access; former Councillor Pratt continued to be an authorised user of the account but did not have online access.</p> <p>12. <u>Date of the next meeting</u></p>	RMP

This was confirmed as Tuesday 12th March 2019.

15. Councillors' reports and items for future agendas

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

Cllr Richardson reported that the salt bins were still full after the recent cold weather.

Church Lane pothole near Manor House: this had been reported via FixMyStreet (Highways), and would be repaired.

Agenda items for future meetings:

Date of the Annual Parish Meeting (normally held in May).

The meeting closed at 9.00 p.m.

Signed D.M.RICHARDSON **Chairman**

Date 12 MARCH 2019

18/01832/F Erection of greenhouse

The Old Vicarage Church Lane Kirtlington OX5 3HJ

KPC (reported previously) *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 *Permission granted 10th January*

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

Oxford Lodge, Bletchington Road, Kirtlington OX5 3HF

KPC *No objection but observes:* overall an improvement, however: effect on setting (especially Park) should be taken into account; flat roof element unattractive and may give rise to structural problems; supports Highways aim of condition which seeks to prevent cars parking permanently on the verge around the entrance to the Park. **However**, plan AD/01 does not show any parking and manoeuvring areas within the curtilage of the site and so it is **not clear how the applicant will be able to comply with this Condition without seeking to make a separate entrance into the garden, but such an entrance should not be formed via a break in the historic park wall.**

CDC *Application withdrawn 21st January* – bat survey required, greater detail on extension required especially v/v materials and dimensions because of status as heritage asset and impact on Conservation Area; application to be resubmitted in due course.

18/02198/F | Single storey extension to rear. 1.5 storey extension to side. New porch to front. New window to front elevation |

2 Pound Close Kirtlington OX5 3JR

KPC *No objection Tues 29th Jan (observes: divisions in panes will differentiate the appearance from the other properties in Pound Close).*

CDC *Determination Wed 27 Feb 2019*

18/02189/CLUP | Certificate of Lawfulness of Proposed Development for installation of solar panels |

Kirtlington Village Hall South Green Kirtlington OX5 3HJ

KPC (No formal consultation for CLUP's)

CDC *Determination Deadline Thu 28 Feb 2019*

19/00072/F | Single storey rear extension |

Maurdon Cottage South Green Kirtlington OX5 3HJ

KPC *No objections and welcomes improvements, suggests steeper angle of roof may be needed to prevent roof lights leaking and if so, a maximum ridge height to be set by condition.*

CDC *Determination deadline Mon 11 Mar 2019*

19/00209/MISC | New premises licence |

Kirtlington Park House Kirtlington Park Kirtlington OX5 3JN

Ref: Live music indoors, serve alcohol indoors & outdoors, e.g. weddings and other events for which the first floor rooms / gardens are hired.

KPC (No formal consultation – no paper copies received)

CDC *Determination Sat 16 Feb 2019*

Tuesday 12th February 2019, NO NEW VALIDATIONS or DECISIONS

