

KIRTLINGTON PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held in the Village Hall on Tuesday 12th March 2019 at 7.00 p.m.

Present: Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)
In attendance: No members of the public attended.

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Brock, Cllr Griffiths (Oxfordshire CC), Cllr 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 12th February 2019</u></p> <p>The minutes were approved.</p>	
<p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Griffith's report had been circulated previously; Cllr Corkin had provided a report that day; both reports were noted.</p>	
<p>5. <u>Progress reports</u></p> <p>County Councillor's Priority fund for period 2018 – 19 / 2019 – 20 – Highways or community group project: Cllr Richardson reported the application to this fund was ready for submission. Further to the Council's original decision to purchase a speedgun (speed indicator device, "SID") in November 2017 for a community speedwatch project he had now received an update from P C Webb with details of an alternative speedgun approved for use by the public by Thames Valley Police, at £1,700. <i>The Council resolved</i> to include this item in the funding application.</p> <p>First Aid and defibrillator training, Thursday 18th April: Cllr Brock had submitted a reminder of this event to the Village News.</p> <p>Lamb Ale 2019: the Clerk had telephoned Mr W Hebborn to outline the Council's concern (discussed at the January meeting) at the style of rides in 2018 and had requested alternative rides. The Council's annual formal letter to Hebborn's had been redrafted to include mention of that request and would be posted in the coming week, with the standard letter to the stallholders.</p>	DMR
<p>6. <u>Thames Water / Consumer Council for Water (CC4W), update</u></p> <p>The re-rounding and relining of the section of the Oxford Road sewer by contractors Onsite was complete. The Thames Water CCTV surveys of the central village public sewer were nearing completion and Thames Water expected to be able to provide a full report to the Parish Council April meeting.</p> <p>It was noted that Thames Water had cleared a sewer blockage in Troy Lane the previous week.</p>	
<p>7. <u>Parish Council Assets</u></p> <p>The Council discussed the need for this year's inspection tour of the various assets, to be undertaken from April. Cllrs Buckingham-Fry and Richardson would be able to assist; the Clerk would circulate the Asset Maintenance Schedule and liaise with former Councillor Sadler, as he had previously offered to continue helping with this task.</p> <p>Greens mowing contract, 2019 season: it was noted that Mr Greenslade (Greenscape Inspires) had confirmed the charge would be unchanged from 2018, at £150 per cut, and had carried out the first cut on 26th February and that he proposed to continue on a fortnightly basis. The Council discussed and noted the need to give Mr Greenslade as much warning as was reasonably possible if there was a prolonged dry period and no grass growth, as in summer 2018, as in that case the Council would wish to ask Mr Greenslade to postpone the scheduled cut(s). The matter should be kept under review.</p>	RMP KBF/ DMR All

<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>The Village Hall committee had confirmed that Cherwell DC had granted the Certificate of Lawful Development and that the solar panel installation would be carried out by EnergyMyWay before the end of March; Viridor Credits had confirmed its grant of £20,000 and local fundraising had achieved the balance required, including the VAT costs and the Third Party payment to Viridor. Fundraising continued, for a battery to store the surplus power and to construct a freestanding wall for the installation of two charging points for electric vehicles; the latter would probably need planning approval from Cherwell DC. Cllr Richardson had advised the committee that the Parish Council would wish the wall's appearance to be in keeping with its surroundings.</p> <p>Sports Field Play Area Climbing Frame, failed ground fixing bolt: Cllr Jenkins reported that it was not possible to recoup the cost of the Engineer's inspection visit and repair, as most of that cost had been labour which was not covered by the guarantee, not replacement parts. The Council resolved to re-imburse Cllr Jenkins for this cost at £354.22 including VAT, and for cost of a new battery for the Toro mower at £47, the total being £401.22.</p> <p>Sports Field pitch maintenance: Cllr Richardson had requested a meeting with the Village Hall committee; the Council suggested it would be good to establish what were the expectations of the football teams and what maintenance was needed beyond Mr Podbery's regular cuts.</p> <p>Salvation Army proposal for clothes recycling bank in the Village Hall car park: the Council resolved it had no objections and was happy for any income to be paid directly to the Village Hall.</p> <p>Toro mower: Cllr Jenkins had obtained the Toro keys and could carry out outfield mowing. He would liaise with Mr Draper about which items stored in the tractor shed belonged to the Council.</p> <p>Oak tree to commemorate Lt Col Shellard, two cherry trees for Play Area: Cllr Buckingham-Fry reported that suppliers had informed her the season was now too advanced for planting young trees. It was resolved that the Council would re-schedule purchase and planting for October - November 2019, and the Clerk would circulate a reminder ahead of the September meeting.</p> <p>Play Area fence: Cllr Jenkins had not yet received the quotation for the replacement fence.</p> <p>Sports field mowing contract for 2019 season: it was noted that Mr Podbery had offered to carry out the first cut on 27th February, the second on 11th March, and then consider a weekly cut, and Cllr Jenkins had approved the proposal.</p> <p>Sports field, proposal for leaf litter bin: it was noted the bin would not be needed until the autumn.</p>	<p>DMR</p> <p>SJ</p> <p>RMP/ KBF</p> <p>SJ</p> <p>SJ</p>
<p>9. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan (MCNP) Referendum, Thursday 21st March: the count would take place at Upper Heyford that evening. Cllr Buckingham-Fry would post a reminder to vote on Facebook.</p> <p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p> <p>The Council noted uncertainty as to whether trees felled recently at the Akeman Spinney site were among those identified in the permissions for felling; Councillors would look into the matter.</p> <p>(iii) Other:</p> <p>Oxfordshire Plan 2050 (previously called the Joint Statutory Spatial Plan) – public six week consultation 11th February to 25th March on vision / spatial objectives / level of growth: Cllr Buckingham-Fry had posted details on Facebook and could post a reminder for the week of 18th March.</p> <p>Churchyard extension: the Very Revd Wilkes had reported on his meeting with Mr Summerfield and confirmed the next steps would be applications by the Parish Council for planning and listed building consent, and for change of use. The PCC would need to obtain confirmation by the Bishop that the land was suitable for consecration before any conveyance took place; the plot area would then need to be discharged from the Council's lease and the freehold conveyed from the Budgett family to the Church. The Council and the PCC would each need to appoint a solicitor. The Very Revd Wilkes noted the earmarked funds held by the Council for the rebuilding of the wall, at £3,705, but considered this would be some way below the full cost of the new wall section.</p>	<p>SJ</p> <p>RMP / All</p>

Oxford-Cambridge Expressway: it was noted that on 20th February the High Court had overturned the original decision and now accepted BBOWT's claim against 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).

10. Correspondence

Mr Summerfield (Neighbourhood Watch) had written to summarise his recent liaison with the Kidlington neighbourhood policing team, following recent burglaries in the village and reported substance misuse in Mill Lane; his request for a public meeting had been declined but Police investigation of the Mill Lane problems had led to an arrest and the Police had placed a notice there, indicating their presence. The "Twenty is Plenty" signs in Mill Lane seemed to be displaced (and replaced) on occasion; Cllr Richardson would make further enquiries. A parishioner had expressed concern about the frequency of speeding traffic at the north end of the village; Cllr Richardson would respond.

DMR

11. Finance

To note: review of risks and systems of financial control; review of scope of the annual Internal Audit: Cllrs Richardson and Jenkins had met the Clerk on 8th March and completed both reviews. The Clerk had circulated a résumé of the scope for the Internal Audit incorporating the recommendations arising from both reviews. **The Council resolved** to adopt the revised Internal Audit scope; a copy of the résumé would be attached to the approved minutes.

Mr Rice had advised he would be happy to carry out the Internal Audit for the period to 31st March 2019; **the Council therefore confirmed** his appointment. The Clerk would enquire if he was still happy to waive payment.

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).

Review of threshold above which contracts must be put out to tender (set at £10,000, March 2009): a standing order for putting contracts out to tender above an agreed sum was a statutory requirement. **The Council resolved** to reduce the threshold to £2,500 (the level agreed by the Council at its meeting of 14th April 1998).

Payments to Clerk from 1st April 2019: further to the Budget provision (approved at the meeting of 8th January 2019) **the Council resolved** to increase the hourly rate for payments to Clerk from £10.50 to the NALC recommendation for SCP 22 at £11.22 per hour.

Automatic pensions enrolment threshold 2019 – 20: the Council noted this remained unchanged at £10,000 p/a. The Council noted that for the time being the Clerk waived the right to require pension enrolment.

12. Date of the next meeting

This was confirmed as Tuesday 14th May 2019.

13. Date of the Annual Parish meeting

The date was confirmed as Tuesday 30th April 2019.

14. Councillors' reports and items for future agendas

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

The Very Revd Wilkes had attended the Transport Reps meeting on 20th February and sent a report; Cllr Richardson had thanked him.

The Clerk and former Councillor Pratt had undertaken some limited formative pruning of trees on Council land; the Council noted that Mr Hebborn had requested greater clearance beneath the South Green lime trees.

OCC Highways "Fix My Street"; the pothole in Church Lane near Manor House had been repaired at the end of February.

Agenda items for future meetings: Covered by Agenda items above.

The meeting closed at 9.15 p.m.

Signed D. M. RICHARDSON

Chairman

Date 14 MAY 2019

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

CDC Permission granted 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; no comment submitted

CDC Permission granted, 27th Feb.

19/00032/TCA | T1,T2 x Lawson Cypress - Section fell structurally faulted suppressed trees. |

Cornbrash House, Bletchingdon Road Kirtlington OX5 3HF

KPC No objection

CDC No objection / permission granted, 7th Mar 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 Permission granted, 11th March; recommendations for protection of nesting birds; recommendation for retention of original feature (leaded window) at rear.

19/00069/TCA | T1 x Yew - Reduce by up to 3.0ft to allow the clock which has been restored to be seen from Church Lane. Reduce and remove ivy and brambles (exempt). G1 x Laurel bushes - cut back as close to stone wall boundary to church which might be damaged. |

St Mary The Virgin Church Church Lane Kirtlington

KPC comments by: Tues 26th March

19/00065/DISC | Discharge of condition 3 (glazed screen details) of 16/00153/LB |

Park View Cottage, Heyford Road Kirtlington OX5 3HS

KPC Paper copy of application received

CDC Applicant must withdraw and submit in form of LB consent application

Tuesday 12th March 2019, NO NEW VALIDATIONS or DECISIONS

KPC 12th March 2019 - Agenda Item 11 - Finance

Current a/c at 27 February 2019

£37,842.32

Saver a/c at 27 February 2019

£3,444.41

No change on previous month

£41,286.73

Unbanked cheques

-£48.00

CPRE subs, KVHMC

£41,238.73

To note: payments since February KPC (greens mowing contractor appointment confirmed)

Greenscape Inspires

150

26th Feb first Greens cut of season

Greenscape Inspires

150

11th March second Greens cut of season

For approval: March 2019 payments

OALC

£ 185.99

Annual membership fees

Community First

Oxfordshire

£ 55.00

Annual membership fees

R M Bone

£ 60.98

Reimburse printer ink / envelopes

Ady Podbery

£ 101.40

First sports field mow of season

KVHMC

£ 12.00

Room hire, February

£ 415.37

For approval: fortnightly cheque payments at £150 (no VAT)

Greenscape Inspires

Greens mowing contract 2019 season

For approval - additional payment before April 2019 KPC

Lexis Nexis / other supplier

£ 103.99

"Local Council Administration", 11th edition
(this price is at 20% discount if citing OALC membership,
check if cheaper via other online source?)

To note: VAT reclaim for payments 1st January 2018 to 31st December 2018

Submitted 20th February for

£1,332.19

Not received by 27 February 2019