

KIRTLINGTON PARISH COUNCIL
Minutes of the Annual Council Meeting of the Parish Council
held in the Village Hall on Tuesday 14th May 2019 at 6.00 p.m.

Present: Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (elected as Chairman)
In attendance: Mr Matthew Peapell (Thames Water), Mrs Adrienne Banks and Mrs Jean Conway (all to 7.13 p.m), Mrs Margaret Forey (until Item 8), Mr John East

	Action
<p>1. <u>Election of Chairman and Deputy Chair</u></p> <p><i>The Clerk requested nominations for the post of Chairman for the year.</i> Cllr Brock proposed that Cllr Richardson be elected Chairman and Cllr Jenkins seconded the proposal; <i>Cllr Richardson was duly elected.</i></p> <p>Cllr Richardson introduced Mr Peapell and for the benefit of Mr Peapell and the members of the public present <i>brought forward Agenda Item 7</i> (update on Thames Water CCTV survey in February-March 2019 of central village public sewer network) and invited Mr Peapell to present his report.</p> <p>Mr Peapell circulated maps showing the surveyed sections; these amounted to some 2,019 metres over and above the lengths of sewer on Thames Water’s planned maintenance schedule, which were not surveyed. Thames Water would forward electronic copies to the Clerk. The surveyed pipe sections were found to be pitch fibre or clay, and had been flushed through and cleaned. No additional defects had been found, the pitch fibre sections surveyed were deemed structurally sound and in satisfactory condition, and were functional. Mr Peapell said at present Thames Water had no operational need for investment in alterations or repairs to the pitch fibre sections and any future problems should be reported by property owners in the normal way.</p> <p>Several questions and observations were put to Mr Peapell by Councillors and parishioners attending:</p> <p>Fields and area to south of South Farm and west of the Bletchington Road: the sewers here should be surveyed and the material (clay or pitch fibre) identified. What was the frequency of planned maintenance cleaning (12- or 6-monthly), including the schedule for the planned maintenance for the section between the Dashwood Hotel and the Pond. It was suggested that the pitch fibre sections were degraded and still degrading. It was suggested that if a section of sewer only remained functional because it was cleaned at regular intervals then a decision to reduce over time the frequency of the scheduled cleaning (for example if no blockage was reported in a 12-month period) would necessarily lead to a recurrence of the blockages. What tolerances (pipe diameter) were applied to determine that a sewer section was functional, below which there would be a requirement for repair or cleaning. Identification of sewer sections known to be or potentially subject to recurrent blockages (by means of a “heat map”). What was the cause of a recent blockage in the Foxtowns Area. What assessment was provided by Thames Water of any likely impact of the development at Akeman Spinney. Whether the School and the Dashwood Hotel were required to have fat traps.</p> <p>Mr Peapell said he hoped to report in greater detail in the near future on as much of the requested information as was feasible and was able to state the following:</p> <p>He hoped to provide colour coded maps of the clay and pitch fibre sewer sections in the near future. He confirmed that planned maintenance included camera surveys. Isolated reported incidents of blockages would not necessitate 6-monthly cleaning. He believed the trigger for designating an area for planned maintenance status was three incidents in six months. He suggested that Thames Water would in due course indicate that it considered it had done enough and would carry out no further investigations.</p> <p>Cllr Richardson queried whether the Consumer Council for Water might wish to carry out an audit of Thames Water’s recent investigatory work. Mr Peapell suggested that Thames Water did not normally publish survey details because they were open to interpretation.</p> <p>Mr Peapell also referred to Thames Water’s Priority Service for vulnerable customers and provided information sheets which could be passed on to individuals or to a good neighbour scheme.</p>	

Cllr Richardson thanked Mr Peapell for his time and engagement. Mr Peapell, Mrs Banks and Mrs Conway left the meeting at 7.13 p.m.

Cllr Richardson returned to the other Agenda Items:

Election of Deputy Chair: Cllr Richardson proposed and Cllrs Jenkins and Brock seconded that Cllr Buckingham-Fry be elected Deputy Chair; ***Cllr Buckingham-Fry was duly elected.***

2. Parish Council Sub-Committees

Finance Sub-Committee: Cllrs Richardson and Jenkins would continue in this role.

Planning Sub-Committee: Ms Christine Marsh, Mr Paul Kurgo and Cllr Jenkins would continue in this role.

3. Parish Council Representatives and other roles

Role-holders and representatives for the year were noted as follows:

Footpaths:	Dr Helen Macbeth would continue as a rep and liaise with the Council; Cllr Brock would assist.
MCNP Forum reps (5 needed)	Dr Macbeth and Ms Marsh would continue as reps. Mr Kyte had stepped down. Cllr Richardson could act as a rep in an emergency; two more reps were needed.
Police liaison:	Cllr Richardson
Play Area:	Cllr Jenkins
Public Transport:	Dr Macbeth would continue as a rep and liaise with Mrs Shackleton as needed. Cllr Richardson would also contact the Very Revd Wilkes in this regard.
Recreation / Sports field:	Cllr Jenkins
Village Hall Management Ctee:	Cllr Richardson
Website:	Mr Charlesworth would continue to provide technical support including posts.
Village Facebook:	Cllr Buckingham-Fry, with Ms Becky Ross.
Airport Liaison:	Cllr Richardson
Fuel and Wicker Trust:	Jonathan Haynes wished to remain as the Parish Council appointed (“nominative”) Trustee to oversee the completion of the sale of the Trust land at Ambrosden.
School Endowment Trust:	Mr Sam Eeley and Dr David Grimshaw were happy to continue as the Parish Council appointed Trustees of the Kirtlington School Endowment Trust.

4. Apologies

Cllr Griffiths (Oxfordshire CC), Cllr Corkin (Cherwell DC).

5. Declarations of pecuniary interests / other conflicts of interest

None.

6. Approval of the Minutes of the meeting held on 12th March 2019

The minutes were approved.

Cllr Richardson invited comments from the public present.

Mrs Forey said the Parochial Church Council (PCC) was now paying someone to mow the Churchyard and asked if he could use the Parish Council’s Toro ride-on mower; the Council agreed in principle subject to a meeting with him to ensure he was familiarised with the use of the mower. The Council noted that there should be an arrangement for payment for the petrol used and Cllr Jenkins advised that as the Toro was cumbersome it might not be suitable for mowing between gravestones. Cllrs Richardson and Jenkins would liaise further with Mrs Forey to arrange a meeting with the PCC employee.

Mr East said rent should be paid for the grazing use of the Gravel Pit field and the Council should be aware of the risk of “squatters’ rights”.

Mrs Forey left the meeting.

SJ/
DMR

<p>7. <u>Thames Water / Consumer Council for Water (CC4W) - update on Thames Water CCTV survey in February-March 2019 of central village public sewer network</u></p>	DMR
<p>Reported above.</p>	
<p>8. <u>District and County Councillor reports</u></p>	
<p>None received.</p>	KBF DMR
<p>9. <u>Progress reports</u></p>	
<p>County Councillor's Priority fund for period 2018 – 19 / 2019 – 20 (Highways or community group project): the Council noted that the Oxfordshire County Council grant of £3,450.00 had been received. The Council resolved to purchase the following as itemised in the application to this fund:</p>	DMR
<p>- 20 mph advisory signs (similar to Weston-on-the-Green's "20 is Plenty" signs – (indicative cost £500.00); - Replacement white traffic-calming gate features each side of the Blethington Road at village entrance – (indicative cost £1,250.00); - Speed Indicator Device (SID) for the Community Speedwatch project – (indicative cost £1,700.00).</p>	
<p>Cllr Richardson would obtain updated quotations (pro forma invoices) and noted that approximately £1,500 could still be claimed from the fund, by March 2020; he would submit an article to the Village News asking parishioners for suggestions on what that money could be spent on.</p>	
<p>Lamb Ale 2019: the Clerk had written to Hebborn's, setting out the Council's request for a change in the style of fairground rides provided, and had sent the standard annual invitation letter to the stallholders.</p>	RMP
<p>10. <u>Parish Council Assets</u></p>	
<p>Inspection tour of assets: Cllrs Buckingham-Fry and Richardson would contact Mr Sadler.</p>	RMP
<p>Gravel Pit field: the Council noted that the field was currently in use as grazing by horses, and no rent was charged. The grazing had been agreed in order that the horses would keep the grass down, and thereby save mowing costs. The Council noted a review of the arrangement would be worthwhile.</p>	
<p>11. <u>War Memorial</u></p>	DMR
<p>OG Stonemasonry quotation (£1,830 including VAT) for cleaning and repairs to the base: the Council resolved to accept the quotation.</p>	
<p>Contribution from the Parish Council towards the cost of cleaning and repairs: the Council noted that donations of £1,000 had already been pledged.</p>	
<p>Associated costs (scaffolding, water, electricity): Cllr Richardson would make enquiries with a view to obtaining a pro-bono supply of the scaffolding needed (quoted at £275 plus VAT). Contact had already been made with property owners near the War Memorial with regard to the supply of water and electricity.</p>	DMR
<p>The Council considered it was likely that other donations would cover the remaining sum needed but if it fell to the Council to make up any shortfall that sum would be small. The Council resolved to earmark any donations received for this purpose.</p>	
<p>12. <u>Churchyard extension</u></p>	
<p>The Council resolved to confirm the Very Reverend Wilkes as its agent to act as required on the Council's behalf in this regard, and to draft a letter of authority to this effect.</p>	RMP
<p>13. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>KVMHC Committee: the next meeting would be held on 20th May. Cllr Richardson believed the Committee had received permission for the variation of the premises license, to allow the sale of alcohol between the hours of 11 a.m. and 11 p.m., Monday to Sunday, and this would be for the Committee's use and not for use by hirers of the hall or rooms. The solar panels had been installed and were already generating revenue and the battery for storing the surplus power produced had been installed in the boiler room.</p>	RMP

<p>Play Area, replacement fence: <i>the Council resolved</i> to accept a quotation from Mr Matt Giles of £1,666 plus VAT.</p> <p>Sports field non-mowing maintenance, Sports Field outfield maintenance: Cllrs Richardson and Jenkins had inspected the Toro mower and carried out repairs and advised it was in good working order and would be so for some time to come. With regard to the Village Fete Committee donation received in 2018 towards a replacement ride-on mower the Council considered whether the that donation should be returned. <i>It was resolved</i> that Cllr Richardson would write to Mr Summerfield to ask if the Council could keep the sum received for the Toro’s future repair maintenance costs. He would contact the companies which had most recently serviced the Toro to see if a full service was now advisable.</p>	<p>SJ</p> <p>DMR</p>
<p>14. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan (MCNP) Referendum, Thursday 21st March 2019: the Referendum had resulted in a vote in favour of adoption of the Plan, which was therefore part of Cherwell District Council’s Planning Policy with effect from the vote. Mr Martin Lipson, Chairman of MCNP had circulated “Locality advice” to member parish Councils explaining that the Plan’s policies should be taken into account when local planning applications were being reviewed. The MCNP minutes of AGM and Forum meeting 24th April 2019 had been circulated; former Councillor Dr Macbeth had forwarded some comments on these which the Clerk would circulate.</p> <p>Mr Lipson, Ms Marsh and two other members of the Forum were meeting Cherwell DC’s Planning team on 14th May to discuss the implementation of the Plan’s policies. Mr Lipson would also liaise with other NP areas (“made Plans”) in Oxfordshire about contributing to the formulation of the Oxfordshire Plan 2050.</p> <p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p> <p>(iii) Other: there were no additional planning matters to report.</p>	<p>RMP</p>
<p>15. <u>Correspondence</u></p> <p>Degradation of Quarry habitat (as reported by KWACS Committee): the Clerk reported on discussion earlier in the year by KWACS Committee members of their hopes for a review of the management of the Quarry area at some future point, in order to improve the habitat which they considered had become degraded.</p> <p>OCC Highways advance notice of 3 sections road closure: the Council noted advance warning of surface dressing works scheduled for week of 10th June, and would publicise the details on the village Facebook page:</p> <p style="padding-left: 40px;">TTRO6435, A4260, Tackley, between Enslow and Holt Hotel, 10th to 12th June TTRO6436, A4095, Enslow to Kirtlington junction Akeman Street, 11th to 13th June (off peak) TTRO6437, A4095, junction Akeman Street to junction with B430, 12th to 14th June (off peak)</p> <p>Cherwell DC launch of the Cherwell Community Lottery in July 2019: on 18th April Cherwell DC had advised of the launch of this fundraising opportunity for local community groups. Cllr Richardson had included mention of it at the Annual Parish Meeting as a potential source of funds for local groups which would benefit directly from tickets bought by their supporters. The Clerk had passed on the details to the Village News and would forward the information to village societies directly.</p>	<p>RMP/ KBF</p> <p>RMP</p>
<p>16. <u>Finance</u></p> <p>Internal Audit (revised scope) for period to 31st March 2019: Mr Steve Rice had confirmed he was happy to undertake the additional work requested following the review of the internal audit scope. Mr Rice also confirmed he would waive payment for the internal audit, as previously.</p> <p>Monthly receipts & payments: the Council approved the payments (schedule as presented to the meeting, to be attached to the approved Minutes).</p> <p>AGAR (Annual Governance and Accountability Return) 2018 – 2019, Period of Public right to inspect: <i>the Council resolved</i> that the 30 consecutive working day period would be from 12th June to 23rd July 2019 inclusive.</p> <p>RFO (Responsible Finance Officer): <i>the Council confirmed</i> that the Clerk would be the RFO for the preparation of the AGAR.</p> <p>OALC new councillor training course (weekday £85 plus VAT or Saturday £100 plus VAT): <i>the Council approved</i> payment of the fee for Cllr Brock to attend one of these courses if she was able to do so.</p>	

Renewal of Long Term Agreement, Zurich Insurance (policy renewal due 1st June): the Parish Council had commenced its general insurance cover with Zurich under a Long Term Agreement (LTA) in June 2016. Zurich had quoted for renewal of the cover at £1054.86 for one year and £969.26 per year for a further three-year LTA. **The Council resolved** to renew its cover with Zurich on a three-year LTA basis.

RMP

Increase in Cherwell DC fee for dog bin clearance from 1st April 2019: Cherwell DC had advised that from 1st April 2019 the fee for the clearance of the two bins would increase from £1.40 to £1.75 plus VAT per bin per week.

17. Date of the next meeting

This was confirmed as Tuesday 11th June 2019.

18. Annual Parish Meeting, 30th April 2019

No matters were discussed which were not covered elsewhere in the Agenda.

19. Councillors' reports and items for future agendas

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

Cllr Buckingham-Fry referred to parishioner correspondence of 2007 with County Councillor Tim Hallchurch and the County Highways department relating to the A- or B-road status of the A4095 through central Kirtlington, and the introduction of a weight restriction.

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

The meeting closed at 8.35 p.m.

Signed D. M. RICHARDSON **Chairman**

Date 11 JUNE 2019

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 No objection to works to ivy and laurels, objection to height reduction of yew, which would spoil natural shape and make it prone to snow damage.

CDC *Objection to works to Yew; tree is subject to Provisional TPO (to be confirmed as TPO 7/2019), other works allowed*

19/00429/LB | Replacement of 6 windows on front elevation of property with metal framed double glazed units. |

Oak Cottage Heyford Road Kirtlington OX5 3HS

KPC No objection

CDC *Permission granted 3rd May.*

19/00565/LB | Replacement of existing conservatory roof with new slate roof, timber structure and roof lights. |

Park View Cottage Heyford Road Kirtlington OX5 3HS

KPC No objection

CDC *Determination - Thu 23 May 2019*

19/00598/F | Installation of rooflights to both front and rear elevations |

10 Roman Close Kirtlington OX5 3EX

KPC No objection

CDC *Determination Tue 28 May 2019*

19/00109/TCA | T1 x Cherry -Remove from the back garden of the property to enable a patio to be created in its place along with additional planting to be carried out. |

Manor Farm House North Green Kirtlington OX5 3JZ

KPC No objection

CDC *Determination Tue 21 May 2019*

Tuesday 14th May 2019, NO NEW VALIDATIONS or DECISIONS