

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Village Hall on Tuesday 11th June at 7.00 p.m.

Present: Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)
In attendance: Mr Mark Harrison (from Item 9)

	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 14th May 2019</u></p> <p>The minutes were approved.</p>	
<p>4. <u>District and County Councillor reports</u></p> <p>None received.</p>	
<p>5. <u>Thames Water / Consumer Council for Water (CC4W)</u></p> <p>On 3rd June Thames Water had provided electronic copies of further maps and updates from Thames Water in relation to the CCTV surveys of the central village public sewer network. This followed the information provided and discussed at the meeting on 14th May and the Council's subsequent emails to Thames Water requesting greater detail. The new maps were colour coded to show which surveyed sections were made of pitch fibre or clay. (<i>Clerk's note after meeting: sewer sections already identified by Thames Water in October 2018 as pitch fibre were not colour coded on these new maps</i>). It was noted that the Council's questions about the performance of the surveyed sections (e.g. the tolerances allowed below which a section would be considered in need of repair/deemed to be not functioning adequately) and about Thames Water's long term view of the viability and maintenance of the pitch fibre sections in particular had not been answered. It was agreed that Cllr Richardson would review the most recent information and reply to Thames Water.</p> <p>Councillors reported that Thames Water vehicles and operatives had been seen in the North Green / Heyford Road area in recent days, near Mrs Banks' property.</p>	DMR
<p>6. <u>Progress reports</u></p> <p>County Councillor's Priority fund for period 2018 – 19 / 2019 – 20 (Highways or community group project), update:</p> <p>Unipar Services quotation of 7th June 2019 for a Dual Message Display Speed Indicator Device (SID), at £1,687 + VAT and delivery, including display, portable stand, heavy duty power pack & charger and a hard carry case for storage and transportation, one year's warranty on parts and labour: <i>the Council resolved</i> to order the Dual Message Display unit.</p> <p>Cllr Richardson had been in touch with Mrs Conway about her offer of assistance with the traffic monitoring and options for traffic calming, and Cllr Griffiths and Mrs Conway hoped to meet in the near future to discuss the topic. He would repeat his request in the Village News for suggestions from parishioners on how to spend the remaining £1,500 from this fund (available until March 2020).</p>	DMR
<p>7. <u>Parish Council Assets</u></p> <p>Inspection tour of assets: Cllrs Buckingham-Fry and Richardson and Mr Sadler hoped to meet in July.</p> <p>Mill Lane, pair of 20 is Plenty signs: one of these at least was damaged. It was agreed it would be best to replace them at the time of the purchase of the 20 is Plenty signs for the traffic calming project (Item 6).</p>	KBF/ DMR

Cllr Richardson reported on contact with Thames Valley Police at the weekend, regarding repeated substance misuse by youths in Mill Lane near the Quarry. The Kidlington TVP team had been informed of the renewed activity.

Cllr Jenkins would check the Sports Field near the Churchyard as the dog walking sign had been lifted out of the ground.

SJ

8. War Memorial

OG Stonemasonry cleaning and repairs to the base: the work would take place on 12th June. Scaffolding would not be needed. The total of donations and pledges received was £1,600; it was noted that this exceeded the OG Stonemasonry quotation which at £1,830 included VAT. Further to discussion of the War Memorial at the meeting of 14th May 2019 (Agenda Item 11) it was confirmed that any surplus should be used for additional costs associated with the repair works, if needed. Cllr Richardson had written to Mr Summerfield to thank him for the Village Fete Committee pledge of £500. Cllr Buckingham-Fry and the Very Revd. Wilkes hoped to work on the restoration of the surrounding grass area.

9. Churchyard extension

The letter of authority to confirm the Very Reverend Wilkes as the Parish Council's agent in this matter had been forwarded to Revd Wilkes. Cllr Richardson noted that at a future date the Council should consider how payment of any legal fees (for the conveyancing, for example) should be apportioned between the parties.

10. Village Hall, Sports Field and Play Areas

KVMHC Committee, meeting held on 20th May: Cllr Jenkins reported. The Committee had discussed the current maintenance arrangements for the sports field, and had concluded the sports field (as maintained at present) was fit for purpose. It was noted that the adult football team was looking for an alternative site, and the junior team might relocate to Bletchington. The scheduling of cricket matches this season was uncertain and (*later comment from Mr Harrison*) depended on readiness of the pitch surface. Cllr Jenkins recommended ongoing liaison with the Hall Committee regarding maintenance and use of the field and said that needs should be addressed if they arose.

The Council noted a recent request from Mr Draper for the purchase of a new cylinder mower for the cricket pitch. Cllr Richardson thanked Mr Harrison for his work in cutting the cricket pitch with his own mower. Cllr Jenkins would inspect the cylinder mower in the tractor shed; Mr Harrison (speaking by invitation at the meeting) confirmed this had belonged to Mr Cherry's father and was a good machine. Subsequent correspondence with Mr Draper and Mr Summerfield had established that a new mower was not needed. Further to the Council's discussion at its meeting of 14th May Cllr Richardson and Mr Summerfield had agreed the Parish Council should return the Village Fete Committee's 2018 donation of £1,000 towards a replacement (Toro) ride on mower. ***It was resolved*** that the Clerk should raise this payment.

Cllr Jenkins would spend time tidying the outfield area on Thursday and would contact Mr Eeley who had offered to help remove weeds from the Play Area. Cllr Jenkins reported that the Play Area fence would be replaced in the next few weeks and he would attend a site meeting to ensure it would be a like for like replacement. He would meet Mrs Forey's grandson, employed by the Parochial Church Council for grass mowing in the Churchyard, at the weekend, to familiarise him with use of the Toro mower.

The Council noted the request from Mrs Hawkesworth on behalf of Sustainable Kirtlington for an amendment to the proposed freestanding wall intended as the location for two electric vehicle charging points; the request was to widen the wall in order to incorporate a small planting area at the top for small edible plants. As a wall to serve as a charging point already had approval in principle there was no objection. Councillors hoped the design would be sympathetic to the setting and that such provision of a food crop was a realistically sustainable project. Councillors referred also to their previous questions about the need for an effective plan for managing use of the charging points, and noted those matters seemed unresolved for the present. Cllr Richardson would reply to Mrs Hawkesworth.

DMR

11. Planning

(i) Mid-Cherwell Neighbourhood Plan (MCNP)

Further to the Locality advice circulated by Mr Martin Lipson, Chairman of MCNP, to member parish Councils explaining that the Plan's policies should be taken into account when local planning applications were being reviewed: the Council discussed the need to be aware of planning applications in MCNP member parishes. The Forum was already circulating to the Clerks of member parishes details of planning applications within the Plan area, to ensure all

<p>had the opportunity of submitting comments to Cherwell DC’s Planning Department with regard to compliance or otherwise with the Plan’s policies. <i>It was resolved</i> that pending further advice from Ms Marsh in her capacity as one of the Council’s reps on the MCNP Forum the Clerk should pass on to the Council and Planning Subcommittee any applications forwarded by the Forum which might need to be noted or otherwise merit a formal comment.</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>12. <u>Correspondence</u></p> <p>South Green, area of hardstanding at 1 The Green: Mr and Mrs Hessler had replied to the Council’s letter of January 2019 and acknowledged the Parish Council’s ownership of the hardstanding area and the public’s right to full vehicular and pedestrian access of it.</p> <p>250 bus service: Cllr Corkin had forwarded information following enquiries about the continuation of the service beyond the expiry of the Thames Travel contract on 27th July: the contract was out to tender and at present the County Council anticipated the service would continue, potentially with the same timetable.</p> <p>OCC Highways consultation on “Sensitive Streets”: a schedule of all streets in the county each with a description of local factors to be taken into account in the timetabling of road repairs was open to consultation. The local factors included (for example) the need for winter gritting of through roads or significant local events such as the BBC Countryfile Fair at Blenheim. <i>It was resolved</i> that the Clerk would respond, accepting the proposed list of factors for streets in Kirtlington.</p>	RMP
<p>OCC Highways advance notice of 3 sections road closure at Tackley and on the A4095 through Kirtlington: at present there was no notice of a change to the proposed surface dressing works scheduled for week of 10th June and the details had been posted on the village Facebook page.</p> <p>13. <u>Finance</u></p> <p>AGAR (Annual Governance and Accountability Return) 2018 – 2019:</p> <p>Annual Internal Audit Report: <i>the Council noted and accepted</i> the Internal Audit Report (page 3 of the AGAR) as completed by Mr Rice. The Council also noted and accepted Mr Rice’s additional report, which followed the Council’s request (Parish Council meeting of 12th March 2019) for a wider scope for the Internal Audit. Mr Rice’s report advised that with regard to payments to Greenscape Inspires, unless separate agreements had been made, payments should be made after, not before receipt of invoices. The Council noted that email correspondence with Mr Podbery established satisfactory contractual arrangements for the sports field mowing; such email arrangements with Greenscape Inspires had proved insufficient and it was suggested a more formal contractual agreement might be needed. Mr Rice’s report would be published alongside AGAR sections 1 and 2.</p> <p>Annual Governance Statement: <i>the Council approved</i> AGAR Section 1 (Annual Governance Statement 2018-19).</p> <p>Accounting Statements: <i>the Council approved</i> AGAR Section 2 (Accounting Statements 2018 – 19).</p> <p>Cherwell DC Council Tax Reduction Scheme grant 2019-2020 (£368.68), received April 2019: <i>the Council resolved</i> this money should be earmarked to cover any eventual increase in the costs of the items already agreed for purchase with the County Councillor Priority Fund grant (£3,450 for traffic calming/speed reduction measures).</p> <p>Monthly receipts & payments: the Council <i>approved the payments</i> (schedule as presented to the meeting, to be attached to the approved Minutes).</p> <p>14. <u>Date of the next meeting</u></p> <p>This was confirmed as Tuesday 9th July 2019.</p> <p>15. <u>Councillors’ reports and items for future agendas</u></p> <p><i>Minor matters of information not elsewhere on the agenda (not for debate/decision):</i></p> <p>Village Fete Committee purchase of barbeque equipment: this equipment could be stored in the Tractor Shed.</p>	RMP

Tinker's Ditch: Cllr Brock, the Clerk and Mr Powles had cleared weeds and saplings which might obstruct the path.

Jane's Enchanted Tea Rooms, Mill Lane: Cllr Richardson had received reassurances from Mrs Fanner that customers were requested to not park in a way which caused obstruction.

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

Parishioner request for dog bin near Bletchington Road entrance to Park: in this regard it was noted that Cherwell DC charged £1.75 per week for dog bin clearance and a Glasdon 35 litre dog bin would cost in the region of £200 plus VAT. Cllr Richardson would make further investigations.

Thames Water: the Parish Council would consider submitting an update to the Consumer Council for Water in July, to follow the update submitted in January 2019.

The meeting closed at 8.35 p.m.

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

Date **9 JULY 2019**

DMR

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 *No comments or objections, 14th May*

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

10 Roman Close Kirtlington OX5 3EX

KPC No objection

CDC *Permission granted Tue 28 May 2019*

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 Reconsultation required, to incorporate changes to an additional window; new deadline will be August, reconsultation dates not yet public.

19/00892/F | Rebuild curtilage & boundary stone masonry walls

Flights Mill Mill Lane Kirtlington OX5 3HW

KPC comments by: *Weds 19th June for Fri 21st Jun 2019*

19/00893/LB | Rebuild curtilage & boundary stone masonry walls

Flights Mill Mill Lane Kirtlington OX5 3HW

KPC comments by: *Weds 19th June for Fri 21st Jun 2019*

19/00466/LB | Installation of an intruder alarm

3 Foxtownsend Cottages Heyford Road Kirtlington OX5 3HT

KPC comments by *not yet known*

CDC Consultation dates not yet public

Tuesday 11th June 2019, NO NEW VALIDATIONS or DECISIONS

KPC 11th June 2019 - Agenda Item 13 - Finance

Current a/c at 29th May 2019	£50,297.69	Includes OCC grant £3,450 for traffic calming/speed reduction measures Includes £1,000 donations for War Memorial (further £100 received since)
Saver a/c at 29th May 2019	£3,446.13	No change since last statement
	<u>£53,743.82</u>	
Unbanked cheques	<u>-£216.64</u>	
	<u>£53,527.18</u>	

To note: Receipt(s) other than Precept

Donations x 4 for War Memorial	£ 1,100.00
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For approval: June 2019 payments

MCNP Forum	£ 382.00	Precept for MCNP Forum admin
KVHMC	£ 12.00	Room hire for May mtg
David Pratt	£ 10.99	White paint marker
Ady Podbery	£ 507.00	Mow Sports field, May
Greenscape Inspires	£ 150.00	9th cut, 18th June
Greenscape Inspires	<u>£ 150.00</u>	10th cut, 2nd July
	£ 1,211.99	

For approval: June quotation(s)

Unipar Services	£1,687	Speed Indicator Display, VAT and delivery extra
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PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 11th June 2019)

Salary payments to Clerk	LGA 1972, s 112(2)
Clerk reimbursement of out of pocket expenses	Common law entitlement consequential on employment; also Local Govt (Financial Provisions) Act 1963, s.5
Payments to HMRC ref NICs of staff	Councils as employers must make NICs payments where pay exceeds the lower earnings limit
Meeting room/hall hire	LGA 1972, S 133 and 134(4)
Website servicing	Transparency Code for smaller authorities (Local Audit & Accountability Act 2014) - mandatory website publication of certain information
Sports field mowing and maintenance	Power to provide recreational facilities - Public Health Act 1875, S164; Open spaces act 1906, ss 9 & 10; Local Govt (Misc. Provisions) Act 1976, s.19
Greens / Common mowing and maintenance	Open spaces act 1906, ss 9 and 10; Local Govt (Miscellaneous Provisions) Act 1976, s.19, Commons Registration Act 1965; Common Act 2006
Training fees for Councillors / Clerk	LGA 1972, s 112(2)
Annual subscriptions incl administration fee to MCNP Forum	LGA 1972, s 143
War Memorial repairs/maintenance	War Memorials (Local Authorities' Power) Act 1923, s 1
Play Area costs - insurance / repairs / equipment purchase	Power to provide recreational facilities - Public Health Act 1875, S164; Open spaces act 1906, ss 9 & 10; Local Govt (Misc. Provisions) Act 1976, s.19
Dog bin clearance service (Cherwell District Council)	Power to provide recreational facilities - Public Health Act 1875, S164; Open spaces act 1906, ss 9 & 10; Local Govt (Misc. Provisions) Act 1976, s.19