

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Village Hall on Tuesday 9<sup>th</sup> July at 7.00 p.m.**

**Present:** Ms Trudy Brock, Mrs K Buckingham-Fry, Mrs R Powles (Clerk), D Richardson (Chairman)  
**In attendance:** Mr Ashley Prior (to end Item 6); Mr W Giles (to end Item 3), Dr Helen Macbeth (to 7.50 p.m.)

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Jenkins, 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 11<sup>th</sup> June 2019</u></p> <p>The minutes were approved.</p> <p>Cllr Richardson exercised his discretion to invite members of the public to speak.</p> <p>Dr Macbeth had attended a recent transport reps' meeting. The Oxford Bus Company would take over the 250 bus service from Thames Travel, the timetable would remain the same and the County Council would continue to support the route. The County Council was holding a public consultation on the short and long term investment priorities of its Local Transport Plan. The deadline for comments was the end of September and she suggested the matter merited some thought. She and Cllr Brock had corresponded about a footpath query and she now reported noticeable weed growth in Molly Minns and Betty Bulls lanes; she asked if the Parish Council had any specific requests for work by a Community Services team in which case she could contact the organisers. Cllr Richardson asked if there was any prospect of narrower buses for the 250 route; Dr Macbeth said she did not see the problems caused by the wide buses as part of her role as a rep but thought the Parish Council could perhaps take the matter up.</p> <p>Mr Giles outlined his previous interest in a project considered by Cherwell DC and others to build a bridge over the Canal near the Quarry (<i>Clerk's note: it has been suggested this may have been in the 1980's</i>) and hoped that the project could be revived. He advocated a metal bridge, which should be wide enough for wheelchair users. Cllr Richardson said a decision on this would lie with Cherwell District Council and the Canal and River Trust but the Parish Council could make enquiries of those bodies; Cllr Richardson would approach Cherwell DC.</p> <p>4. <u>District and County Councillor reports</u></p> <p>None received.</p> <p>Cllr Richardson brought forward part of Agenda Item 6 (Oxfordshire County Council Highways street decluttering: OCC Highways conducting trial period of minimum road markings through the village centre, following the surface dressing of the A4095 in mid-June) and invited Mr Prior to give his presentation.</p> <p>Mr Prior had previously worked for OCC Highways and was now head of Highways for Solihull Council. He gave a short Powerpoint presentation on decluttering street scenes and place making in both urban and rural environments. The tendency until recently for multiple road signs and road markings, intended principally to control speed, was not proven to increase pedestrian or driver safety. Research led by the late Ben Hamilton-Baillie suggested less signage and minimal road markings decreased driver speed and so increased road safety. Further adaptations could be combined with this approach, such as a different highway surface colour or material for important public areas, central refuges and unusual visual markers at road-sides, to emphasize the difference between the public realm, such as a village centre, and the vehicle dominated sections of approach roads.</p> <p>Dr Macbeth queried whether it would be expensive to change the colour of a section of road surface. Mr Prior confirmed this would be an additional expense although modest per square metre and it was suggested such an area might work well by the Shop. Mr Prior and Dr Macbeth would correspond further; Dr Macbeth left the meeting.</p>	<p>DMR</p> <p>HM/ AP</p>

<p>The Council discussed various aspects of the decluttering trial with Mr Prior. At present there was no timeframe for the re-instatement of any road markings. There was no requirement in law for the re-instatement of any markings but they would be re-painted if a request was made. OCC Highways agreement would be needed for expenditure on additional features such as a differently coloured road surface. Mr Prior considered the new chipping surface to be high quality, and said this surface texture had anti-skid advantages. The new tarmacked surface in Islip was much dearer but the severe degradation of the road surface there had meant the outlay was necessary; the A4095 in central Kirtlington would not be tarmacked. As regards speed limits and safety the onus was on drivers, and this included the drivers of emergency vehicles. Councillors' comments included the suggestion that the loss of road markings at the exits of some side roads could disadvantage the residents of properties in those locations; also that it might be better to have a fully considered scheme which included (for example) the use of a different surface colour and material to demarcate important areas.</p>	
<p>Cllr Richardson requested a means of liaison with OCC Highways for further communication on the trial. Mr Prior would provide contact details of the relevant members of staff, and offered continuing assistance on matters relating to the trial and road safety. The Council thanked Mr Prior, who left the meeting.</p>	AP/ DMR
<p>The Council returned to the remainder of the Agenda.</p>	
<p>5. <u>Thames Water / Consumer Council for Water (CC4W)</u></p>	
<p>Thames Water had sent maps of the remaining planned maintenance sections on 21<sup>st</sup> June, with details of the next scheduled inspections at those locations, and would provide its report on the camera surveys (now under review) by 16<sup>th</sup> July. <i>It was resolved</i> that on receipt of this information the Council would reply formally to Thames Water and write also to the Consumer Council for Water, as the second update to follow that of January 2019.</p>	DMR /RMP
<p>6. <u>Progress reports</u></p>	
<p>Traffic calming measures - updates following receipt of County Councillor's Priority fund grant (£3,450) for Highways or community group project. In the light of the decluttering trial <i>the Council resolved</i> to postpone for the present the purchase of the 20 mph advisory signs and the white traffic-calming gates on the Bletchington Road, but Cllr Buckingham-Fry would obtain up-to-date cost details for the gates. Cllr Richardson had reported the broken bollard at the pinch point at the north end of North Green to OCC Highways' Fix My Street.</p>	KBF
<p>7. <u>Parish Council Assets</u></p>	
<p>Inspection tour of assets: Cllr Buckingham-Fry would contact Mr Sadler.</p>	
<p>Cottage on the Green, permission for skip: Ms Cater had written to advise that a skip would be needed soon on the verge in front of the property for what she hoped would be only a few days, and possibly hippo bags at a later date.</p>	
<p>8. <u>War Memorial</u></p>	
<p>OG Stonemasonry cleaning and repairs to the base: the work had been completed on 12<sup>th</sup> June. The Very Revd Wilkes had conducted a service of thanksgiving at the Memorial on Sunday 7<sup>th</sup> July to mark the anniversary of the death of Lt Col Rupert Thorneloe, on 1<sup>st</sup> July 2009.</p>	
<p>9. <u>Churchyard extension</u></p>	
<p>Appointment of planning consultant to assist with the planning application process and related matters: the Very Revd Wilkes had contacted Cherwell DC's planning team and a duty planning officer had recommended the engagement of a planning consultant. The Very Revd Wilkes had researched the likely cost and had received estimates ranging from £1,200 to £8,000, and had passed on those details to the Parish Council and the Parochial Church Council (PCC). Parish Councillors raised the question as to whether the full earmarked sum from Cherwell DC for the extension (£3,705) should now be transferred to the PCC.</p>	DMR
<p>10. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>KVMHC Committee, meeting held on 24<sup>th</sup> June: Cllr Richardson reported. The Committee had discussed the freestanding wall intended as the location for two electric vehicle charging points. It was not certain that the wall would incorporate a planting area and the Committee would review the fully detailed costs of the project when these became available. When built the wall would have a "hen and chickens" ("cock and hen") finish to match that of adjacent garden walls.</p>	
<p>Cllr Richardson had replied to a request to the Bookings Clerk for permission for a drone at a wedding reception at the Hall on 20<sup>th</sup> July and had received a satisfactory response as to (flight) height and the privacy of the surrounding private properties.</p>	
<p>Churchyard mowing: Cllr Jenkins had established contact with the PCC's mowing contractor in mid-June and it seemed arrangements for use of the Toro were working well.</p>	

Play Area replacement fence: in anticipation of the work being carried out over the summer **the Council confirmed** its acceptance (Parish Council meeting of 14<sup>th</sup> May 2019) of Matt Giles' quotation of £1,666 plus VAT.

Play Area safety inspections (Sports Field and Roman Close): these had been confirmed for July.

#### 11. Planning

##### (i) Mid-Cherwell Neighbourhood Plan (MCNP)

MCNP policies and their application to planning applications in MCNP member parishes: the MCNP Forum would organise workshops on the policies for member Parish Councils, on dates to be advised (September or October). MCNP Chairman Martin Lipson said these induction sessions could be run for parish groups, or an executive member of MCNP could visit Parish Councils; Kirtlington Parish Councillors were happy to attend a group session and the Clerk would reply to Mr Lipson.

Copies of the MCNP Plan Summary had been circulated to the Parish Council and the Planning Sub-committee and to Mr Chris Mason.

##### (ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).

(iii) Other: the Clerk had forwarded details received from the Chesterton Clerk (Mrs Jackie Williams) on proposals by Great Wolf Resorts (USA) for a development which would expand the Bicester Hotel and Golf Club in Chesterton into a “Family Waterpark” and Hotel Resort on part of the golf course. Mrs Williams had also advised that pre-app discussions had been ongoing with Cherwell DC for 12 months and Great Wolf hope to submit an planning application in the autumn of 2019. Chesterton PC was organising an action group to oppose the development. **The Council noted** the scale of the proposals was extremely large and that the resort would create a significant increase in traffic in the area including in MCNP member parishes; **it was agreed** the Clerk should forward the information received to Mr Lipson of MCNP and to Ms Christine Marsh.

#### 12. Correspondence

Thames Valley Police community forum meetings (Kidlington and District Forum): Cllr Richardson reported on correspondence with PCSO Ian Wilkins (Kidlington Neighbourhood Team) and PC David Scott (Bicester and Kidlington Problem Solving Team). PC Scott attended the community forum meetings for the Kidlington and District Forum and aimed to widen participation beyond Kidlington so that the forum would be of greater benefit to more rural communities such as Kirtlington. Cllr Richardson would attend the next meeting, on 2<sup>nd</sup> October 2019, at Police HQ in Kidlington.

Parishioner request for permission to put A4 sized posters on lamp posts to advertise yoga classes: the Council noted it was unusual to receive such a request but that as it did not own the lamp posts it was not able to give or deny permission; the Clerk would reply accordingly.

#### 13. Finance

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

#### 14. Date of the next meeting

This was confirmed as Tuesday 10<sup>th</sup> September 2019.

#### 15. Councillors' reports and items for future agendas

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

*(None)*

*Agenda items for future meetings:*

The Clerk suggested the Lime trees on South Green might soon need professional tree surgery to increase the clearance beneath the canopies.

The meeting closed at 9 p.m.

**Signed** D. M. RICHARDSON

**Chairman**

**Date** 10 SEPT 2019

RMP

RMP

DMR

RMP

## KPC meeting, 9<sup>th</sup> July 2019 – Agenda Item 11 (ii)

### Planning update

NB – Cherwell DC's new internal IT system is being installed from 6 July to 9 July. Planning applications cannot be viewed or comments submitted online during this time, access may be limited on 10 July. Therefore, any planning applications that are received between 17 June 2019 and 10 July will receive an extension of time to the consultation period. This will increase the consultation period to 28 days and has already been implemented.

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

**Flights Mill Mill Lane** Kirtlington OX5 3HW

Mr & Mrs Mark & Kay Chacksfield

KPC comments: No objection, Fri 21 Jun 2019

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

**Flights Mill Mill Lane** Kirtlington OX5 3HW

Mr & Mrs Mark & Kay Chacksfield

KPC comments: No objection, Fri 21 Jun 2019

19/00466/LB Installation of an intruder alarm

**3 Foxtownsend Cottages** Heyford Road Kirtlington OX5 3HT

KPC comments No objection 3<sup>rd</sup> July

19/00208/DISC Discharge of condition 2 (plans) 3 (windows) of 19/00429/LB

**Oak Cottage Heyford Road** Kirtlington OX5 3HS

KPC comments No objection Wed 03 Jul 2019

19/00166/TCA T1- Pine Fell T2- Pine Fell

Scrub **Land Behind Park Farm Cottage Akeman Street** Kirtlington

KPC comments No objection – Weds 3<sup>rd</sup>.

19/00165/TCA G1 x 15 nos Leylandii - Remove and replant area with new trees/hedges.

**The Pond House 6 The Chestnuts** Kirtlington OX5 3UB

KPC comments No objection – Weds 3<sup>rd</sup>.

19/00225/DISC Discharge of Condition 8 (landscaping plan) of 18/01374/F

**Akeman Spinney** Heyford Road Kirtlington OX5 3HS

**KPC comments due Tue 23 Jul**

19/01133/F Replacement of existing conservatory roof with new slate roof, new flooring, timber structure and roof lights and replacement of first floor metal frame window with timber frame window

**Park View Cottage Heyford Road** Kirtlington OX5 3HS

**KPC comments due 25<sup>th</sup> July**

19/01135/LB Minor amendments to previously consented scheme - Alterations to existing barn to facilitate conversion into ancillary domestic accommodation, replacement of front and back door to house and installation of new gate - plan ref: 17/00982/LB

**Foxtownsend Farmhouse Heyford Road** Kirtlington OX5 3HS

**KPC comments due 1<sup>st</sup> August**

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 26<sup>th</sup> March: 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 8<sup>th</sup> April Objection to works to Yew; tree is subject to Provisional TPO (to be confirmed as TPO 7/2019), other works allowed. **TPO confirmed, 2<sup>nd</sup> July 2019.**

## KPC 9th July 2019 - Agenda Item 13 – Finance

### NB, BANK STATEMENTS TO END JUNE 2019 NOT RECEIVED AT 9th JULY

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	<u>£3,446.13</u>	No change since previous statement
	£53,743.82	
Unbanked cheques	<u>-£216.64</u>	
	<b>£53,527.18</b>	

### To note: previously approved payments, made since KPC 11th June 2019

R A Wilkes	£ 63.92	Per KPC May 2019 - KPC to make up shortfall from earmarked WM donations
Village Fete Committee	£ 1,000.00	per KPC June 2019 - return of 2018 donation for replacement ride-on mower
	£ 1,063.92	
Cash in hand at end May 2019, as above	£53,527.18	
Payments total authorised at June KPC	-£ 1,211.99	
Further approved payments, as above	<u>-£ 1,063.92</u>	
Cash at bank end June 2019, approx	<b>£51,251.27</b>	

### For approval: July 2019 payments

David Pratt	£ 10.99	White marker paint - second purchase
KVHMC	£ 12.00	Room hire 11th June
Ady Podbery	£ 424.80	June sports field mowing (4 cuts)
R M Bone	£ 2,450.16	Clerk's salary, 8th April - 5th July 2019, minus Employee NICs at £39.84
C J Powles	3.99	Reimburse A4 archlever file for KPC use
HMRC	£ 85.66	Employer and Employee NICs, ref Clerk's salary first quarter 2019-20
Greenscape Inspires	£ 150.00	11th cut, 16th July
Greenscape Inspires	£ 150.00	12th cut, 30th July
Greenscape Inspires	£ 150.00	13th cut, 13th August
Greenscape Inspires	£ 150.00	14th cut, 27th August
Greenscape Inspires	<u>£ 150.00</u>	15th cut, 10th September
	<b>£ 3,733.61</b>	

### To note: further (already approved) payments anticipated before September KPC

O G Stonemasonry (already approved)	£ 1,830.00	per quote, incl VAT - War Memorial cleaning/repairs
Ady Podbery	£ 500.00	(Approx) Sports field mowing, July
Unipar Services	<u>£ 1,687.00</u>	per quote - Speed Indicator Display, VAT and delivery extra
	<b>£ 4,017.00</b>	

### PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 9th July 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 and 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 and 10; Local Govt (Miscellaneous 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 and 10; Local Govt (Miscellaneous 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 and 10; Local Govt (Miscellaneous Provisions) Act 1976, s.19