

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Village Hall on Tuesday 10th September at 7.00 p.m.

Present: Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)
In attendance: Mrs Judith Vickars

	Action
<p>1. <u>Apologies</u></p> <p>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 9th July 2019</u></p> <p>The minutes were approved.</p> <p>There were no requests from members of the public to speak.</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>Further to the maps of the remaining planned maintenance sections and details of the next scheduled inspections at those locations received from Thames Water on 21st June, Thames Water had written on 16th July to report on their analysis of the camera surveys of the centre village public sewer network.</p> <p>The Council noted Thames Water's statement that the CCTV surveys showed the sewer network to be in a satisfactory and functioning condition and therefore no further proactive work would be carried out, and that it would now proceed to close its files on this case (the Parish Council's complaint, opened in September 2017). The Council noted that no detail had been provided on the condition of the pipes. Cllr Richardson would respond to Thames Water.</p> <p>6. <u>Progress reports</u></p> <p>Traffic calming measures and OCC Highways trial decluttering of village centre road markings, as of June 2019, following Mr Ashley Prior's presentation to the Council at its July meeting: Cllr Richardson reported that further to her offer to help with this matter Mrs Conway had analysed the earlier Kirtlington traffic surveys and was in touch with former Councillor Dr Macbeth. Also as agreed at the previous meeting Dr Macbeth had since met Mr Prior, who had confirmed that the County Council was able to offer matched funding for proposals which the Parish Council might wish to put forward. Dr Macbeth had suggested such proposals might be formulated for the Parish Council's review at its October meeting.</p> <p>County Councillor's Priority fund grant (£3,450, received May 2019) for Highways or community group project: it was confirmed that an order had been placed for the Speed Indicator Device; it was resolved that purchase of the 20 mph advisory signs would remain on hold until review of any proposals from Mr Prior and Dr Macbeth. It was resolved that following receipt of updated pricing, purchase of the replacement white gates on the Bletchington Road would be an Agenda item for the October meeting.</p> <p>"20 is Plenty" signs, Mill Lane: a parishioner had enquired when these would be replaced. The Council noted that one had been retrieved and secured to a tree, which prevented its easy removal, the other was still missing; it was not known which persons persisted in their vandalism and removal.</p> <p>Oxfordshire County Council's consultation on the short and long term investment priorities of its Local Transport and Connectivity Plan, deadline possibly late September: councillors suggested that park and ride facilities could usefully be extended to Upper Heyford, and wondered if the County Council would continue to provide the dial-a-ride</p>	<p>DMR</p> <p>DMR</p>

("Comet") bus service. Cllr Richardson would revert to Dr Macbeth on the matter.
Footpath maintenance: Councillors were liaising with Dr Macbeth so that she could draw up a list of tasks for a Community Service team. This work could include footpath weeds and weeds in the Play Area; see Item 7.

7. Parish Council Assets

Inspection tour of assets: the Council noted its especial thanks to former Councillor Sadler for his time in August in inspecting the Council's assets with Cllr Buckingham-Fry.

Cllr Buckingham-Fry reported that in overall she and Mr Sadler had found the assets were in not bad condition. She would update the electronic copy of the Asset Maintenance schedule with the findings. She requested that the next month's Agenda include review of the findings, and for present purposes mentioned two: the large grass area by the Bletchington Road junction (OCC Highways were responsible for a cut once a year as a statutory minimum) was overgrown and impeded driver vision, and the bus shelter by the Bletchington Road would benefit from cleaning. **It was resolved** that Cllr Brock would contact Highways to obtain a cost for an additional cut. The Clerk advised that the bus shelter suppliers had provided a maintenance kit.

KWACS programme to clear the Pond and KWACS grant application to TOE: KWACS Chairman Mr Powles had written as follows:

"KWACS is seeking to complete its rolling programme of work on the pond by removing much of the vegetation to recreate much more open water, removing (as far as possible) invasive species (certain plants and fairground fish) and doing preventative maintenance to the back wall. Over August advice was taken from the Environment Agency, a pond expert called Rod d' Ayala, Smiths of Bletchington and J E Miller of Weston-on-the-Green. Removal of vegetation is the main works and it is proposed to use a mechanical digger for that and dispose of the arisings on a local farm (subject to final EA approvals). J E Miller have quoted up to £4,805 for that, including an allowance for restoration of the grass verge. £1,250 has been raised from the Fete and a grant application for the balance has been made to the Trust for Oxfordshire's Environment (TOE). If the application is successful works are anticipated to happen in late autumn/early winter. It is requested that the contract with J E Miller (or a.n.other if TOE require a second quote) is placed by KPC to save the VAT. The funds raised would therefore be paid to KPC."

It was resolved that the Parish Council could place the contract for the Pond works, as long as it was fully funded as described, and as long as it was confirmed that the grant conditions allowed the Parish Council to receive the monies.

South Green lime trees: **it was resolved** that Cllr Buckingham-Fry would obtain quotations for crown lifting by up to 1.5 metres to allow pedestrian passage beneath the trees and sufficient room for funfair equipment at Lamb Ale.

8. Churchyard extension

Appointment of planning consultant, potential costs: **it was resolved** to offer to transfer to the Parochial Church Council the Council's earmarked sum for the extension (grant of £3,705 from Cherwell DC).

Cllr Jenkins would investigate the mapping information needed for the planning and Listed Building applications, namely a block plan and a site plan; the Clerk would forward to Cllr Jenkins details of the originally agreed location of the extension area.

9. Village Hall, Sports Field and Play Areas

KVMHC Committee, three-year plan meeting held on 9th September: Cllr Richardson would forward notes in due course.

Electric vehicle charging point: the freestanding wall had been built and the installation of the charging point(s) would take place shortly.

Leaf bin: Cllr Jenkins had constructed a leaf bin near Molly Minns Lane. He was in contact with Dr Macbeth about jobs which would be suitable for a Community Service Team. He had also corresponded with the Village Hall Management Cttee about the football club and reported that the football teams were marking up the pitch themselves but those markings were sometimes mown over by Ady Podbery and it was not always possible for this to be prevented. He hoped to do more weed clearance himself.

Play Area safety inspections by RoSPA PlaySafety (Sports Field and Roman Close): the Council noted receipt of the two inspection reports.

Play Area new supply of Play bark: the Clerk would obtain cost details for consideration and approval at the next meeting.

Play Area sign: Councillors discussed the options for re-wording the sign in order to provide new contact details.

TB
RMP

KBF

SJ
RMP

RMP
SJ

<p>10. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan (MCNP)</p> <p>The MCNP Forum would hold a Policy workshop on 3rd October and Ms Marsh and Cllr Brock hoped to attend. A second workshop would be held at a later date.</p> <p>MCNP Forum meeting, 18th September: Dr Macbeth could attend. MCNP Chairman Martin Lipson had asked for comments on MCNP's initial proposals for its Community Action plan for climate change; these included suggestions for tree planting and wild flower seeding of verges. The Clerk would forward the details.</p> <p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p> <p>(iii) Great Wolf Resorts (USA) proposals for development to expand Bicester Hotel and Golf Club (Chesterton) into a Family Waterpark and Hotel Resort: Chesterton Parish Council would host a meeting on 16th September and Cllrs Buckingham-Fry and Brock might be able to attend. Councillors noted that setting aside possible concerns about the potential impact of additional traffic the development might provide significant local employment opportunities. The Clerk would continue to forward any information from Chesterton PC to Kirtlington Councillors and the Planning Subcommittee.</p>	<p>RMP DMR</p>
<p>11. <u>Correspondence</u></p> <p>Quarry: Cllr Richardson (for the Parish Council) and Mr Powles (for KWACS) had replied in August to a parishioner concerned about camping and rubbish bags at the Quarry.</p> <p>Cllr Richardson was making enquiries about an apparently abandoned vehicle at the Pound.</p> <p>Mowing: a parishioner had written to ask if it would be possible for the verge on the east side of Crowcastle Lane opposite the Allotments could be mown before the winter.</p>	<p>SJ</p>
<p>12. <u>Finance</u></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>Oak sapling to commemorate Lt Col Shellard, two Cherry trees for Play Area: further to previous decisions to purchase these trees, <i>it was resolved</i> to confirm the order, to include tree stakes and netting, with a view to planting in late October or early November.</p>	<p>KBF</p>
<p>13. <u>Date of the next meeting</u></p> <p>This was confirmed as Tuesday 8th October 2019.</p>	
<p>14. <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>Cllr Richardson would investigate further the possibility of a dog waste bin in the Bletchington Road area.</p> <p><i>Agenda items for future meetings:</i></p> <p>Purchase of replacement white gates for the Bletchington Road. Roman Close Play Area Parish Council assets – report on inspection tour, ref maintenance</p> <p>The meeting closed at 8.45 p.m.</p> <p>Signed D.M.RICHARDSON Chairman</p> <p>Date 8 OCTOBER 2019</p>	<p>DMR</p>

KPC meeting, 10th September 2019 – Agenda Item 10 (ii)

Planning update

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

CDC Target decision date 20th Sept

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

CDC Target decision date 20th Sept

19/00466/LB | Installation of an intruder alarm

3 Foxtownsend Cottages Heyford Road Kirtlington OX5 3HT

KPC comments No objections

CDC Permitted, 2nd August

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

Oak Cottage Heyford Road Kirtlington OX5 3HS

KPC comments No objections.

CDC Condition 3 cleared, 17th July (condition 2 does not need to be formally discharged)

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

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

KPC comments No objections

CDC 24th July: No further comments or objections = permitted

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 objections – Weds 3rd.

CDC Permitted, 10th July

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

Akeman Spinney Heyford Road Kirtlington OX5 3HS

KPC comments objection to removal of the previously agreed screening Beech perimeter hedge (north, west and east boundaries of site)

CDC Permitted, 15th August 2019

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 No objection

CDC Permitted 13/08/2019; scaled drawings to be submitted for approval

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 No objection

CDC Target Decision Date 13th August. At 10th Sept – approval recommended, no decision issued.

19/01211/F – Erection of single storey extension to form dining area

Silver Birch Cottage Crowcastle Lane Kirtlington OX5 3HP

KPC No objection

CDC Target decision date 17th Sept

19/01360/DISC - Discharge of Condition 3 (external materials) of 17/00982/LB

(Roof slates – samples to match existing; stone – to match existing)

Foxtownsend Farmhouse Heyford Road Kirtlington OX5 3HS

KPC No comment sent but no objections noted

CDC Target decision date 12th September

19/01579/TCA - T1 x Sumach - Fell.

The Bell House Church Lane Kirtlington OX5 3DJ

KPC comments by Weds 11th Sept. No objections noted to date (10th Sept).

CDC Target decision date 27/09/2019

19/01422/F –

Acre End 2 Akeman Close Kirtlington OX5 3HX

Removal of flat roof from rear extension, addition of new pitched roof; removal of flat roof from front elevation, addition of new pitched roof

KPC comments by Weds 11th Sept. No objections noted to date (10th Sept).

19/01688/TCA - T1 x Holly, T2 x Lawson Cypress, T3 x Spindle - Section fell trees to facilitate new garden landscaping.

Acorn Cottage South Green Kirtlington OX5 3HJ

KPC comments by Weds 11th Sept. No objections noted to date (10th Sept).

AT noon Tuesday 10th Sept 2019 – no new validations or decisions

KPC 10th September 2019 - Agenda Item 12 - Finance

For information: Copies of missing Bank Statements to end June 2019 provided by Barclays

Current a/c at 29th August 2019	£43,221.54	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 August 2019	£3,447.85	approx £1.50 interest in last quarter
	<u>£46,669.39</u>	
Unbanked cheques	<u>-£2,782.80</u>	<i>Includes Unipar for Speed Indicator Device and Ady Podbery sports field mowing in July</i>
	<u>£43,886.59</u>	

To note: previously approved payments, made since KPC 9th July 2019

Unipar Services LLP	£	2,058.00	Dual Message Speed Indicator Device at £1,687 plus VAT and delivery
Ady Podbery	£	424.80	Sports field mowing, July (approved payment up to £500, July KPC)

For approval: September 2019 payments

Playsafety Ltd	£	168.60	Annual inspection 2 x Play Areas
Ady Podbery	£	531.00	August sports field mowing (5 cuts)
Greenscape Inspires	£	150.00	Greens: 16th cut, 24th September
Greenscape Inspires	£	150.00	Greens: 17th cut, 8th Oct

To note: further payments anticipated before October or November KPC

Greenscape	£	150.00	per cut, fortnightly mowing to end October?
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To consider: appropriate *ball park* sum for this purchase:
(Buckingham Nurseries)

Small Oak tree to commemorate Lt Col Shellard

2 x small cherry trees for Play Area

PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 10th September 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 incl arboriculture Greens / Common mowing and maintenance incl arboriculture	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 Public Health Act 1875, S164; Open spaces act 1906, ss 9 & 10; Local Govt (Misc. 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

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