

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Village Hall on Tuesday 8th October 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 Jean Conway (to end Item 6), Dr H Macbeth (to end Item 3)

	Action
<p>1. <u>Apologies</u></p> <p>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 10th September 2019</u></p> <p>Agenda Item 10 (iii), Great Wolf Resorts: <i>Councillors resolved</i> that “the development would provide significant local employment opportunities” should be replaced by “the development might provide significant local employment opportunities”. The minutes were then approved.</p> <p>Cllr Richardson exercised his discretion to invite members of the public to speak.</p> <p>Dr Macbeth confirmed to Councillors that at present the Community Services leaders were not able to provide a team for footpath and other general clearance of debris such as leaf litter. It was not known when such work might be possible again in the future. The Council thanked Dr Macbeth for her efforts in trying to set up this work.</p> <p>Mid-Cherwell Neighbourhood Plan Forum request for feedback on potential sites for tree-planting: Dr Macbeth (as KPC MCNP rep) suggested the Council could discuss this later if wished and she could also discuss the matter with her co-rep, Ms Marsh, given Ms Marsh’s professional expertise in landscaping.</p> <p>Highways decluttering and traffic calming (see also Item 6): Dr Macbeth and Mrs Conway reported on initial discussions with Mr Prior. Mrs Conway advocated a holistic approach to address both the road layout in and factors affecting traffic flow through the village, and requested a formal remit for the current discussion group (Mr Prior, Dr Macbeth, Mrs Conway). She would be happy to manage the distribution and analysis of a questionnaire for parishioners. She recommended a survey and a project with weight.</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>The Council noted parishioner reports of sewer backflow problems in the Foxtownsend area. Cllr Richardson would respond shortly to Thames Water’s decision (July) to close its files on the Parish Council’s case.</p>	DMR
<p>6. <u>Highways and road safety; footpaths</u></p> <p>Decluttering of village centre road markings (OCC Highways trial commenced June 2019) and traffic calming:</p> <p>Cllr Richardson thanked Mrs Conway, Dr Macbeth and Mr Prior for their work and time in discussing this topic.</p> <p><i>It was resolved</i> that an advisory subcommittee be formed (comprising a core of the current team of Mrs Conway, Dr Macbeth and Mr Prior) to investigate means of addressing traffic calming and related road safety matters and with a mandate to communicate with Oxfordshire County Council / the County Highways department as the need arose. <i>It was resolved</i> that Cllr Buckingham-Fry would represent the Council and in that capacity attend meetings of the subcommittee insofar as she was able. <i>It was resolved</i> that Cllr Richardson would draft and circulate a memorandum establishing the mandate for the team.</p>	DMR

<p>The Council noted that a village survey would be an important first component of any proposals suggested by the subcommittee as it was probable there would be differing views on the merits of (for example) a 20 mph restriction. Councillors suggested that a consultation meeting hosted by the Council might be fruitful. Options should be fully costed and have a public mandate as it was thought the costs associated with some proposals would be high, thus a public mandate could potentially enable the Council to release monies from its reserves. <i>The Council resolved</i> it was happy for the sub-committee to organise the circulation of a survey.</p>	
<p>County Councillor's Priority fund grant (£3,450, received May 2019) for traffic calming measures: the Speed Indicator Device had been delivered to the Clerk. Replacement white gates on Bletchington Road: quotations had been received from Glasdon, J.A.C.S. and Kedel Ltd. <i>It was resolved</i> to place an order with Glasdon, at £1,274.91 including VAT. As resolved at the previous meeting, purchase of 20 mph advisory signs was on hold, but the Council noted that subject to the overriding intention to spend on traffic calming measures, there could be flexibility in the use of the monies.</p>	KBF
<p>OCC Highways offer of grass cutting agreement, with reference to overgrown areas at junctions: Highways had provided a map of all areas currently mown, and details of payments which could be made to the Parish Council if the Parish Council took on this responsibility. Highways had also provided a schedule which described its statutory duty to carry out a minimum level of mowing in such areas and it was not clear whether that minimum was being carried out. <i>It was resolved</i> not to accept the offer of a grass cutting agreement; Cllr Brock would correspond further with Highways to establish whether the statutory minimum mowing obligation had been fulfilled.</p>	TB
<p>Footpath maintenance: Cllr Brock reported that she had received two responses to her article in the Village News. Work had been carried out to clear the footpath from Roman Close to the Bletchington Road junction area.</p>	
<p>7. <u>Parish Council Assets</u></p>	
<p>Inspection tour of assets:</p>	
<p>Cllr Buckingham-Fry had updated the electronic copy of the Asset Maintenance schedule and the Council commenced a review of the key findings. The following points were noted:</p>	
<p>Roman Close Play Area, shed: the condition of the shed was discussed. The Council concluded it could remain <i>in situ</i> for the time being.</p>	
<p>Notice board at entrance to Gossway Fields: the Council noted it was shabby but in working order.</p>	
<p>Verges, Bletchington Road: these were the responsibility of OCC Highways; pressure could perhaps be applied.</p>	
<p>Grit bins: top-ups might be needed.</p>	
<p>Gravel Pit field, shed: the Council suggested contact with Sustainable Kirtlington to confirm their future needs. It was noted that there was no water supply for the horses which grazed there. The hedges might need a cut although the date of the last cut should be established.</p>	
<p>Allotments, gate: the Clerk would contact the Allotment Society to enquire if there were plans for any repair work.</p>	RMP
<p>Councillors agreed to continue the review at the next meeting.</p>	
<p>KWACS programme to clear the Pond and KWACS grant application to TOE: Sustainable Kirtlington (party to the KWACS project) had advised that TOE had given oral confirmation that in the event of awarding a grant, it would be in order for TOE to pay the grant direct to the Parish Council; Sustainable Kirtlington could ask for written confirmation of that if a grant was offered.</p>	
<p>South Green lime trees: Town & Country had provided a quotation for the crown lifting work and Cllr Buckingham-Fry would obtain a second quotation, from Sylva.</p>	KBF
<p>Cherry trees for Play Area, commemorative Oak: the order had been placed and the supplier would give advance notice of delivery which was expected in mid-November.</p>	
<p>8. <u>Churchyard extension</u></p>	
<p>Cllr Jenkins would obtain further information from the Land Registry in order to provide the correct site plan information requested by the Very Revd Wilkes.</p>	SJ

<p>9. <u>Village Hall, Sports Field and Play Areas</u></p> <p>Electric vehicle charging point: the charging points were not yet installed.</p> <p>Sports field and outfield: Cllr Jenkins reported molehills, the mole fence notwithstanding.</p> <p>Play Area new supply of Play bark: it was resolved to purchase 14 bags, at £65 per bag plus VAT, delivery being free. The Clerk would liaise with Councillors about the delivery date.</p> <p>Play Area sign: Councillors approved new wording for a replacement sign and it was resolved to proceed with purchase.</p> <p>Play Area fence: it was hoped the replacement fence would be installed within the month.</p> <p>Roman Close Play Area maintenance: Cllr Brock had contacted residents for their views but had not received any indication that any major intervention was wanted. Councillors suggested repair or replacement of the soft-pour surface would be difficult and very costly. Cllr Brock would be happy to sweep loose gravel off the surface.</p> <p>Churchyard mowing, Toro service: Cllr Richardson hoped to be able to do this later in the month.</p>	<p>RMP</p> <p>SJ</p> <p>DMR</p>
<p>10. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan (MCNP)</p> <p>The MCNP Forum Policy workshop on 3rd October had been cancelled as Chairman Martin Lewis had been taken ill. The Clerk was asked to send a note on behalf of the Council.</p> <p>MCNP Forum meeting, 18th September: Dr Macbeth had attended and Cllr Richardson would address questions raised by her subsequently with regard to MCNP's initial proposals for its Community Action plan for climate change; these included suggestions for tree planting and wild flower seeding of verges.</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, meeting on 16th September hosted by Chesterton Parish Council. Cllr Buckingham-Fry had attended and had sent a résumé. Other parishes in the vicinity were all opposed to the proposal, for reasons which included anticipated increase in traffic load, inappropriate use of a greenfield site, and abutment to Neighbourhood Plan area. A traffic survey had been suggested and a formal request for financial contributions to the cost of this from parish councils was possible. The Council noted it was likely to support such a traffic survey suggested that a full environmental impact survey should be carried out also.</p>	<p>DMR</p> <p>DMR</p>
<p>11. <u>Correspondence</u></p> <p>Abandoned vehicle at the Pound; the Council noted that the MOT on the vehicle would expire on 16th November after which Cherwell DC or other bodies would be able to intervene. Cllr Richardson would liaise with Mr Summerfield (Neighbourhood Watch).</p> <p>Crowcastle Lane verge, mowing to east side, opposite Allotments: the Council thanked Cllr Jenkins for strimming a large area here.</p>	<p>DMR</p>
<p>12. <u>Finance</u></p> <p>Annual Governance and Accounting statements to 31st March 2019: the Council noted receipt of the External Auditor Report and Audit Certificate. There were no matters to report which would qualify the audit. The Report and Audit Certificate had been posted as required on the village website.</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>KVHMC invoice for Hazel Room hire, KPC meeting 10th September, £12: payment approved.</p> <p>Greenscape Inspires, further greens cut: the Council approved a further and last cut on 5th November, at £150.</p>	
<p>13. <u>Date of the next meeting</u></p> <p>This was confirmed as Tuesday 12th November 2019, subject to quoracy.</p>	

14. Councillors' reports and items for future agendas

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

Agenda items for future meetings:

Highways and traffic calming (Sub-committee progress)

Parish Council assets – review key maintenance tasks identified by the inspection tour.

The meeting closed at 8.45 p.m.

Signed

D.M.RICHARDSON

Chairman

Date

12 NOVEMBER 2019

KPC meeting, 8th October 2019 – Agenda Item 10 (ii), Planning update

19/01678/F **Oxford Lodge** Bletchingdon Road Kirtlington OX5 3HF

Ground and first floor extensions

KPC No objections

CDC Target decision date 10/10/2019

19/01579/TCA **The Bell House** Church Lane Kirtlington OX5 3DJ

T1 x Sumach - Fell.

KPC No objection.

CDC No comments or objections = permitted

19/01422/F **Acre End 2 Akeman Close** Kirtlington OX5 3HX

Remove flat roof from rear extension, add new pitched roof; remove flat roof from front elevation, add new pitched roof

KPC No objection.

CDC Permission granted, 19th September

19/01688/TCA **Acorn Cottage** South Green Kirtlington OX5 3HJ

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

KPC No objection.

CDC Decision awaited – 15th October

19/01211/F **Silver Birch Cottage** Crowcastle Lane Kirtlington OX5 3HP

Erection of single storey extension to form dining area

KPC No objection

CDC Permitted, 13th September

19/01725/DISC **Foxtownsend Farmhouse** Heyford Road Kirtlington Kidlington OX5 3HS

Discharge of Condition 6 (door and windows joinery details), 7 (roof method statement) and 8 (plumbing, lighting and electrical method statement) of 17/00982/LB

KPC No objection

CDC Decision awaited

19/01892/TCA **Honeoye** South Green Kirtlington OX5 3HJ

T1 x Birch Raise crown height to 3 metres high Remove epicormic growth Reduce overall height of tree by up to 3 metres Reduce lateral spread of canopy to shape & contain Remove defective patterns of growth, dead or suspect wood

KPC comments by Tues 8th October

19/00892/F and 19/00893/LB | **Flights Mill Mill Lane** Kirtlington OX5 3HW

Rebuild curtilage & boundary stone masonry walls

KPC No objection

CDC Permission granted, conditions to be monitored

19/01896/F **The Glebe Troy Lane** Kirtlington OX5 3HA,

Single storey rear extension and two storey extension to front elevation

KPC comments By Tuesday 15th October

19/01993/TPO **Akeman Spinney** Heyford Road Kirtlington

T1 – Beech – Crown raise southern side of lower canopy to the same height as roadside section. Reduce southern side of canopy by approx. 1.0m only, making cuts at secondary points of growth and retaining a balanced crown outline – this to bring the tree into scale with recently erected dwelling and increase height intensity into garden and property without having a detrimental effect on the tree.

KPC comments By Weds 23rd October

19/01950/DISC **Park View Cottage** Heyford Road Kirtlington Kidlington OX5 3HS

Discharge condition 8 (windows and doors) of 19/01133/F

KPC comments By (not given at 7th Oct but validated 30th Sept)

KPC 8th October 2019 - Agenda Item 12 - Finance

Current a/c at 27th September 2019	£52,270.14	Includes £12,000 Precept (second half for 2019-20) <i>As previously, includes OCC grant £3,450 for traffic calming measures and £1,000 donations for War Memorial (further £100 received since)</i>
Saver a/c at 27th September 2019	<u>£3,449.57</u> £55,719.71	£1.72 interest in last quarter
Unbanked cheques	-£831.00	incl Ady Podbery sports field mowing in August

£54,888.71

To note: Receipt(s)

Cherwell DC	£12000	Second half Precept 2019-20
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For approval: October 2019 payments

Kate Buckingham-Fry	£ 20.84	Reimburse 3 x sapling purchase, stakes/netting; Play Area & Village Hall grassed area adj Car Park
Greenscape Inspires	£ 150.00	Greens mowing, 22nd October
R M Bone	£ 1,458.60	Clerk's Salary, 8th July to 4th October 2019 (no tax or NICs payable this quarter)
Cherwell DC	£ 120.12	Empty dog bins summer period
Moore	<u>£ 240.00</u>	External audit fee (AGAR to 31st March 2019)
	£ 1,989.56	

For approval: potential greens mowing, early November

Greenscape Inspires	£ 150.00	Greens mowing, 5th November
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To consider - quotation:

Town & Country Trees Ltd	£ 600.00	Crown lift South Green limes and Norway Maple (including VAT)
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PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 8th October 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 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 incl arboriculture 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