

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Village Hall on Tuesday 12<sup>th</sup> November at 7.00 p.m.**

**Present:** Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)  
**In attendance:** Dr H Macbeth (to end Item 3), Mrs A Mowat (to end Item 3)

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Corkin (Cherwell DC), Cllr Griffiths (Oxfordshire CC).</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 8<sup>th</sup> October 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>Mrs Mowat asked to speak about the trustee roles of the Kirtlington Charities, following the death in October of the Parish Council's nominated Trustee, Mr Haynes. Cllr Richardson brought forward this Agenda Item (9) for discussion. Cllr Richardson noted the Parish Council's gratitude and thanks on behalf of the parish for Mr Haynes's work for the charity since May 1988. Mrs Mowat as the charity's co-optative trustee briefed the Council on the progress with the sale of the Ambrosden site, which was part of an SSSI, to BBOWT. The sale was in its final stages but a second signatory was needed. She had submitted the last set of accounts to the Charity Commission. The charity traditionally distributed funds before Christmas. Councillors acknowledged the necessity of nominating a replacement trustee as soon as possible and noted that the person taking on this role should have a good knowledge of the village. <b><i>It was resolved</i></b> that Cllr Richardson would ask Mr Sam Eeley if he would consider the role.</p> <p>Dr Macbeth reminded the Council of the Mid-Cherwell Neighbourhood Plan Forum's request for feedback on potential sites for tree-planting. The land should be accessible by the public. Councillors were generally supportive of a tree planting project and thought part of the Gravel Pit field might be a suitable location. It seemed the Allotment Society might already have plans to plant some trees at the Allotments. <b><i>It was resolved</i></b> that Dr Macbeth could inform the MCNP Forum that the Council had a site in mind but needed more time to consider the exact location and the number of trees which could be catered for.</p> <p>4. <u>District and County Councillor reports</u></p> <p>Cllr Griffiths had reported on recent County Council matters: She had confirmed that the deadline for claiming additional funds from the County Councillor Priority fund was 31<sup>st</sup> January 2020, and said she would endorse an application for further speed calming measures. She had reported on the County Council's recent vote to support an action plan to achieve carbon neutral status by 2030 and the free vote against support of any route for the Oxford-Cambridge Expressway, as the Expressway would be contrary to the Council's Climate Change plan and its aim to reduce carbon emissions.</p> <p>It was resolved that Cllr Buckingham-Fry should inform the Traffic Calming and Road Safety Subcommittee of the deadline for applying to the County Councillor's Priority Fund and ask Mr Prior for sketches, supporting information and costings so that Cllr Richardson could draft and submit a proposal.</p> <p>5. <u>Highways and road safety; footpaths</u></p> <p>Cllr Buckingham-Fry reported on behalf of the Traffic Calming and Road Safety Subcommittee. At a recent meeting, attended also by Ms Marsh (Planning Subcommittee and MCNP rep), the Subcommittee had agreed to discuss further in the New Year the format of a potential village-wide survey. Mr Prior had met Mr Wasley of OCC Highways and had advised that Highways were supportive of the Parish Council's efforts including decluttering; engagement with residents and County and District Councillors was recommended. Funding from OCC would be limited to half of a maximum of £20,000. Mr Prior had confirmed that a key factor in reducing traffic load and speed was a delay to</p>	<p>DMR</p> <p>KBF DMR</p>

<p>driving time of two minutes, and that it was possible to obtain this by the provision of only two traffic calming spots. The Council asked Cllr Buckingham-Fry to thank Mr Prior for his time and contribution.</p>	
<p>A parishioner had written to express concern about the use as car-parking space of the bus-stop lay-by on the west side of the Oxford Road opposite the shop. It was agreed the points raised should be passed to the Subcommittee for inclusion in their consideration of safety improvements at this central location.</p>	KBF
<p>Broken bollard by North Green: Cllr Richardson had contacted OCC Highways to query the delay in repair after the fault was reported to FixMyStreet and had received a reassurance that the work would be scheduled in the near future.</p>	
<p>Speed Indicator Device and Community Speedwatch: Cllr Richardson would draft an update for the Village News.</p>	DMR
<p>OCC Highways grass cutting arrangements: Cllr Brock reported that the statutory minimum mowing obligation was now only one cut a year but that at the Bletchington Road junction a section two metres wide had been cut again recently. She had asked OCC Highways if they would carry out an additional cut of selected areas where visibility was important, and to provide a quote for the cost which subject to the cost per square metre she estimated would be around £80.</p>	TB
<p>Footpath maintenance: a parishioner had offered to keep Cllr Brock informed about the accessibility of the footpath from the Hatch Way electricity substation to the Corner Farm field stile.</p>	
<p>7. <u>Parish Council Assets</u></p>	
<p>The Council discussed further key maintenance tasks identified by the inspection tour.</p>	
<p>Allotments, gate: Cllr Richardson would liaise with Mrs Mason about the potentially dangerous metal projection.</p>	DMR
<p>South Green (Church Lane intersection), broken timber bollard: the Clerk would forward details so that a replacement could be ordered.</p>	RP
<p>Grit bin, Hatch Way: the Clerk would contact OCC Highways to request a top-up.</p>	RP
<p>Councillors queried the tree-trunk lying on its side on North Green; the Clerk said the tree was alive and a previous reason for retaining it was that children had been known to use it as a bench.</p>	
<p>South Green lime trees, oak tree: Sylva had provided a quotation for lifting the crowns at £440 plus VAT. To crown lift the Willow at the Pond to provide visibility for drivers would cost £180 plus VAT. It was agreed to accept the quotation. Cllr Buckingham-Fry would enquire if Sylva could also submit the application papers on behalf of the Council, and enquire as to the requirement for overhead clearance for trees in publically accessible areas. It was suggested the Clerk could attend the work when this was carried out so that the necessary overhead space for funfair stalls and fairground rides (for example) was properly addressed.</p>	KBF
<p>Benches (e.g. South Green): these would benefit from being washed and rubbed down but this was best done in spring.</p>	
<p>Sports Wall graffiti, removal recommended: the Clerk would forward details of the anti-graffiti paint and the green (“Samphire”) Dulux exterior masonry paint; Cllr Buckingham-Fry would try to obtain paint supplies.</p>	RP KBF
<p>Truck tyres, behind Village Hall: Cllr Richardson would make enquiries with a view to their removal.</p>	DMR
<p>Equipment shed by Scout Hut: the shed had been subject to vandalism, and the green exterior paint could perhaps be used here also.</p>	
<p>KWACS programme to clear the Pond and KWACS grant application to TOE: TOE had indicated support for the proposals but had requested further details including a silt analysis before any reed and silt clearance took place. KWACS reported that recent heavy rain meant that water flowing from the sacrificial pond to Dr Lee’s pond (as intended) had made Dr Lee’s pond overflow, and that threatened to flood the garden of Jonquil Cottage. Mr Powles had liaised with Dr Lee’s family and Mrs Nicholson; Mr Cherry had located the site of manhole in the woodland behind the School, and the manhole had been cleared. As a result, Dr Lee’s pond had returned to a normal level and water was now flowing again down to the Park for the first time in many years.</p>	
<p>Tree purchase (Play Area cherries, commemorative oak): as yet no delivery date had been given.</p>	

Gravel Pit field: Sustainable Kirtlington members would meet on 23<sup>rd</sup> November to decide whether to continue the license of the field corner.

7. Thames Water / Consumer Council for Water (CC4W)

Parishioners had contacted the Parish Council and Thames Water about a period of pumping out at the pumping station on the Bletchington Road south of Gossway Fields. Kelly Skuse (Customer and Stakeholder Liaison, Thames Valley Waste Customer Field Services) had emailed to explain that this was in order to manage flow while works were undertaken at the sewage plant in Bletchington.

8. Churchyard extension

Councillors noted that it seemed difficult to obtain maps from the Land Registry which showed churches and the surrounding land.

9. The Kirtlington Charities (Fuel Trust, John Wicker Trust)

See (3) above.

10. Village Hall, Sports Field and Play Areas

Electric vehicle charging point: the charging points were installed but not yet operational.

Sports field and outfield: Hawthorn Pest Control had provided a quote of £790 for mole clearance; Cllr Buckingham-Fry would obtain a second quotation.

Play Area new supply of Play bark: volunteers had assisted Councillors in spreading the Play bark out at the weekend.

Play Area fence: the new fence had been installed in half term week.

Play Area sign: Cllr Jenkins had provided a new sign.

10. Planning

(i) Mid-Cherwell Neighbourhood Plan (MCNP), Older People's Housing Options Survey: Community First Oxfordshire (CFO) had produced this survey on behalf of MCNP. The MCNP Forum would organise distribution to member parishes in mid-November. The Clerk would liaise with the Village News and other village organisations for assistance with circulation and publicity for the survey. The deadline for return of the survey to CFO was 18<sup>th</sup> December, and CFO had provided Freepost envelopes for respondents.

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

(iii) Other:

Great Wolf Resorts (USA) proposals for development to expand Bicester Hotel and Golf Club (Chesterton) into a Family Waterpark and Hotel Resort, meeting on 16<sup>th</sup> September hosted by Chesterton Parish Council: The planning application was not yet live.

Partial Review of the Cherwell Local Plan (Oxford's Unmet Housing Needs) – public consultation on the proposed modifications, to Friday 20<sup>th</sup> December: the Council noted that the modifications seemed to show that land at Woodstock within West Oxfordshire District previously selected for development had been removed, and the proposed housing numbers at sites in Yarnton, Begbroke and Water Eaton had been increased, to compensate for this. Councillors noted that as road provision was inadequate the extra traffic generated by the additional housing was likely to increase traffic flow on the A4095, and so a relevant Council comment should be submitted to the consultation.

12. Correspondence

Residents of Mill Lane had contacted the Council to advise they were considering works to improve the lower section of Mill Lane, in 2020.

A parishioner had written about school bus damage to North Green; **Councillors resolved** to monitor the location.

A parishioner had requested permission for a removals van to park on South Green for a short period of time; Councillors agreed this was acceptable but any damage to the grass should be made good.

KBF

RP

<p>Abandoned vehicle at the Pound; Cllr Richardson would make further enquiries once the MOT had expired on 16<sup>th</sup> November.</p>	DMR
<p>The School had queried whether a zebra crossing could be installed outside the School; Cllr Richardson would reply, and the matter should be passed to the Traffic Calming and Road Safety Subcommittee.</p>	DMR
<p>12. <u>Finance</u></p>	
<p>Monthly receipts &amp; payments: the Council <b>approved the payments</b> (schedule as presented to the meeting, to be attached to the approved Minutes).</p>	
<p>KVHMC invoice for Hazel Room hire, KPC meeting 10<sup>th</sup> September, £12: <b>payment approved</b>. Greenscape Inspires, further greens cut: the Council <b>approved</b> a further and last cut on 5<sup>th</sup> November, at £150.</p>	
<p>2020-2021 Budget: Councillors noted that any traffic calming expenditure which exceeded the funds available from the County Councillor Priority Fund and which might fall to the Council in 2020-21 should be included in this budget. If it was not possible to do so (because of insufficient time to obtain costings) then the Council should consider making provision for potential use of its reserves. Councillors discussed the difficulties experienced in finding volunteers to carry out tasks and so raised as a point for further discussion the option of increasing the Precept, so that such work could be carried out on a paid basis. The Clerk would meet the Finance Subcommittee to discuss the Draft Budget ahead of the January Council meeting.</p>	RP
<p>Cherwell DC had sent its annual request as to whether Parish Councils paid allowances to their members; <b>the Council resolved</b> to continue not paying allowances.</p>	
<p>13. <u>Date of the next meeting</u></p>	
<p>This was confirmed as Tuesday 10<sup>th</sup> December 2019, subject to quoracy.</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>Dr Macbeth (as Transport Rep) had forwarded information on the continuation of the 250 bus service (not at present under threat); the Clerk would circulate the details.</p>	
<p>Cllr Griffiths had given advance notice of Oxford Bus Company's decision to close the X90 London-Oxford coach service; Cllr Buckingham-Fry had posted this on Facebook.</p>	
<p><i>Agenda items for future meetings:</i></p>	
<p>December / January: Lamb Ale: invitation to fairground providers</p>	
<p>January: 2020-2021 Draft Budget</p>	
<p>Ongoing: Highways and traffic calming (Sub-committee progress)</p>	
<p>Ongoing: Parish Council assets – monitoring of agreed maintenance actions</p>	
<p>The meeting closed at 9.45 p.m.</p>	
<p><b>Signed</b>                      D.M.RICHARDSON                                      <b>Chairman</b></p>	
<p><b>Date</b>                              10 DEC 2019</p>	

## KPC meeting, 12<sup>th</sup> November 2019 – Agenda Item 11 (ii), Planning update

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

Ground and first floor extensions

KPC No objections

CDC *Permission granted, 10/10/2019*

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 *No comments or objections, 11<sup>th</sup> Oct.*

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 *No objection*

CDC *No comments or objections, 21<sup>st</sup> October*

19/02044/TCA **St Mary The Virgin Church** Church Lane Kirtlington

T1 x Laurel screen - Reduce side of screen overhanging garden of Manor Farm back to boundary wall. Reduce overhang over entrance gate by up to 2 metres in length and prune from electric supply cable. Reduce remaining height of screen by up to 2 metres and church side of screen by up to 1 metre T3 x Irish Yew – Prune over pathway to a height of 3 metres T4 x Whitebeam group - Remove smaller diameter tree and growth from adjacent stump. Grind out the remaining stumps to a maximum depth of 15cm. Raise crown height of remaining tree over footpath to 3 metres high T5 x Laurel - Beer House - Remove lower lateral branches to a height of 2 metres to improve access to store. Reduce overall height of remaining screen by up to 2.5 metres. Prune lateral spread to contain & shape T6 x Irish Yew – Southern boundary - Remove partially collapsed Ivy clad stems T7x Holly – Prune to provide a clearance of 1.5m from church roof

KPC *No objection*

CDC *No comments or objections 04/11/2019*

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

Single storey rear extension and two storey extension to front elevation

KPC *No objection*

CDC *Target decision date 5<sup>th</sup> November – decision awaited at 11<sup>th</sup> November*

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 *No objection*

CDC *Target decision date 15<sup>th</sup> November*

19/02270/TCA **2 South End Cottages** Bletchingdon Road Kirtlington OX5 3HF

T1 x Bay - Reduce height by up to 45% as causing light issues and damage to garage buildings.

KPC Hopes the tree will survive a 45% reduction, and that the proposed height reduction will indeed prevent any (undefined) damage to the garage.

CDC *Tree officer has inspected and indicates it should survive – confirmation / decision awaited.*

19/02315/TCA **Portway House** Heyford Road Kirtlington OX5 3HU

T1x Horse Chestnut, in decline remove to ground level.

KPC comments by [4<sup>th</sup> Dec]

CDC Target decision date 04/12/2019

**At noon Tuesday 12<sup>th</sup> November 2019 – no new validations or decisions**

## KPC 12th November 2019 - Agenda Item 13 - Finance

<b>Current a/c at 29th October 2019</b>	£50,130.58	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>
<b>Saver a/c at 29th October 2019</b>	£3,449.57	No change since last statement
	<u>£53,580.15</u>	
<i>Unbanked cheques</i>	<u>-£2,707.20</u>	<i>incl: Ady Podbery sports field mowing in August, 2 x Greenscape (5th Nov no cut), CAB Building Sol'n ref Play Area fence; KVHMC</i>
	<b>£50,872.95</b>	

### For approval: November 2019 payments

Ady Podbery	£ 212.40	Mow Sports field, September (two cuts only), inv received 9th Oct.
Ady Podbery	£ 212.40	Mow Sports field, October (one cut only?), may get invoice for Nov KPC
Glasdon UK Ltd	£ 1,529.90	(incl VAT) 2 x white gates (purchase follows County C'Ilr Priority Fund grant)
KVHMC	£ 12.00	Room hire October
R M Bone	<u>£ 8.40</u>	Reimburse 12 x 1st class stamps
	£ 1,975.10	

### To consider: Quotations

Sylva	672	Crown-lifting, South Green, and Willow at Pond, incl VAT, oak is £60 extra + VAT
Town & Country	600	Crown-lifting, South Green, excludes Willow at Pond, incl VAT
Hawthorn Pest Control	£790	Moles, Sports Field (VAT status tbc)

#### PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 12th November 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
Road safety	Local Government and Rating Act 1997, s. 30 (by arrangement with the highways authority)