

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Village Hall on Tuesday 14<sup>th</sup> January 2020 at 7.00 p.m.**

**Present:** Ms Trudy Brock, Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)  
**In attendance:** Cllr Carmen Griffiths (Oxfordshire CC) to end Item 4; Ms E Lambert, Mrs C Hawkesworth, Mr S Patterson and Very Revd R Wilkes until Item 5; Mrs J Shackleton until part of Item 5.

	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>Cllr Buckingham-Fry declared a non pecuniary interest with regard to Item 5.</p>	
<p>3. <u>Approval of the Minutes of the meeting held on 10<sup>th</sup> December 2019</u></p> <p>The minutes were approved.</p>	
<p>4. <u>District and County Councillor reports</u></p> <p>Cllr Griffiths referred to her report of 1<sup>st</sup> January, circulated by email. She confirmed the County Council’s continued opposition to the construction of the Expressway and reported that the Council had voted to declare a Climate Emergency. She asked the Parish Council to notify her of any minor Highways works such as line-painting so that the request could be included in the budget for the year commencing in April; she also hoped there would be a further tranche of funding for a Councillors’ Priority Fund in 2020-21, perhaps at half the 2018-2020 sum.</p> <p>Cllr Richardson brought forward Item 6 (<u>Village Shop and Post Office</u>) for discussion and invited members of the public to speak.</p> <p>Mrs Hawkesworth outlined the work to date of The Friends of Kirtlington Post Office &amp; Stores in liaising with the shop proprietors. The shop proprietors had submitted a planning application for change of use of the property from commercial to residential. An article on the options for the continuance of basic service provision within the village, necessarily at an alternative location if such could be identified, would be published in the forthcoming Village News. The Parish Council <b>resolved</b> to facilitate any further discussions as required.</p>	
<p>5. <u>Premises Licence application 19/PRM1663/LAPRE1   Kirtlington Park OX5 3JN (Cultural and music festival, June 2020)</u></p> <p>Cllr Richardson summarised the matter to date: the Parish Council had been informed of the application by Cherwell District Council on 11<sup>th</sup> December; Cherwell DC advised that comments should be submitted by 31<sup>st</sup> December and in the absence of any formal objection the licence would be granted automatically. A resume of the proposals in the public domain had been publicised on Facebook and on the village website, and the Parish Council had submitted an objection to Cherwell DC’s Licensing Department citing concerns for public safety and potential nuisance arising from anticipated increased traffic movement, in order to ensure appropriate scrutiny of the proposals at a hearing of the Cherwell District Council Licensing Sub-Committee. The Sub-Committee would hear the application on 21<sup>st</sup> January and give its determination at that point. The Parish Council should inform Cherwell DC by 17<sup>th</sup> January if any members would attend the hearing; Cllr Richardson might be able to do so. Representatives of the festival promoter, U-Live, had been invited to the Parish Council meeting and were unable to attend but hoped to attend the next meeting.</p>	DMR
<p>6. <u>Village Shop and Post Office</u></p> <p>As above.</p>	

7. <u>Highways and road safety; footpaths</u>	KBF
Roads and Traffic Sub-Committee, updates: the Sub-Committee would meet in the coming weeks.	DMR
Application for grant of up to £1,549 from County Councillor's Priority Fund for further traffic calming measures: <i>it was resolved</i> that Cllr Richardson would submit an application.	DMR
Cllr Richardson had contacted OCC Highways to request the staging of two road closures at Howes Lane (Bicester) and in Chesterton, to allow continued access to Bicester from the west.	DMR
Verge cutting: Cllr Brock advised that OCC Highways would not quote for cutting a selection of the village centre verges; Highways policy allowed only the cutting (the statutory minimum) or devolution of all the verge mowing.	DMR
8. <u>Parish Council Assets (maintenance)</u>	DMR
Allotment gate: Cllr Richardson reported the small gate had been removed for repair and the Allotment society was checking the other gates. The society had queried whether the Parish Council might contribute to the costs; the Parish Council would consider this in due course.	DMR
Notice board by School: over the New Year the two doors had been secured by several sections of tape to prevent them swinging open. Cllr Richardson would inspect the bolt on the left-hand door and remove the tape.	DMR
The Council noted its thanks to Mr Eeley and Dr Blackwell for their work in filling in potholes in the South Green tracks between Yew Tree Cottage and Manor House. The owner of Stoke House had contacted Gigaclear about potholes outside that property; if Gigaclear declined to undertake the repair Mr Eeley and Dr Blackwell would do the work.	DMR
South Green acts of ownership at 1 The Green and Manor House: the Council <i>resolved</i> it was not necessary to write to these properties this year.	DMR
Wind damage to 1 x Leylandii in Sports Field adjacent Cornbrash, also damage to Cornbrash tree: works by Sylva. The damage to these trees had necessitated the immediate appointment of Sylva for remedial tree surgery. Sylva had estimated their fee would be in the region of £600 to £700. <i>It was resolved</i> to raise payment on receipt of the invoice.	SJ
South Green lime trees and oak tree, willow at the Pond (crown raising): Cllr Buckingham-Fry would contact Sylva again, in order to expedite Sylva's submission of the TCA application papers to Cherwell DC.	KBF
Cherry trees for Play Area, Oak tree for Car Park: these had been delivered; Cllr Buckingham-Fry would arrange a date for planting.	KBF
Village tree planting group, potential use of Gravel Pit field: the group would meet on 21 <sup>st</sup> January.	KBF
9. <u>Churchyard Extension</u>	SJ/ DMR
OALC had circulated NALC recent confirmation of its legal advice that local authorities could not spend money on Church property; OALC had written to NALC on the Parish Council's behalf to request further advice on the Parish Council's engagement in the Churchyard extension project.	SJ/ DMR
10. <u>Village Hall, Sports Field and Play Areas</u>	KBF/ SJ
Sports field and outfield: the Clerk would ask Mr Podbery to carry out a weed and feed at the first opportunity. Mr Harrison had advised the ground was too wet at present to be rolled. The Council had hired a vibrating roller in June 2013 at £150 and it was thought such a cost would be acceptable now.	SJ/ DMR
Mole hills: it was hoped these could be addressed soon when Mr Howe returned from leave.	KBF/ SJ
11. <u>Planning</u>	KBF/ SJ
(i) Mid-Cherwell Neighbourhood Plan (MCNP): the Council noted Chairman Martin Lipson's end of year report of 21 <sup>st</sup> December 2019 on the following - Older People's Housing Options Survey: Community First Oxon would issue its report in January 2020; MCNP policies were proving effective with regard to development control of Category A villages. MCNP Forum meeting: this was confirmed as 15 <sup>th</sup> January, and Dr Macbeth and Ms Marsh would attend.	KBF/ SJ

<p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p> <p>19/02888/F - Kirtlington Post Office Stores 1 Troy Lane Kirtlington OX5 3HA, Change of Use of Shop to Residential, alterations to front window and two new roof lights: <b>the Council resolved</b> to abstain from comment, as the possible negative effects on the community of the loss of the shop were not in themselves a material planning consideration and the Council had no wish to impede the proprietors' plans for their future needs.</p> <p>(iii) Other:</p> <p>19/02550/F, Land to the east of M40 and south of A4095 Chesterton Bicester Oxon, Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping (Great Wolf Resorts (USA) proposals for development to expand Bicester Hotel and Golf Club (Chesterton) into a Family Waterpark and Hotel Resort): the Council had submitted its objection.</p> <p>MCNP Chairman Martin Lipson had submitted MCNP's objection to Cherwell DC and stipulated S106 consultation in the event of permission. The anticipated CDC Planning Committee date was 12<sup>th</sup> March. Comments could be submitted until that date.</p> <p>12. <u>Lamb Ale, Friday 5<sup>th</sup> to Monday 8<sup>th</sup> June 2020 – invitation to Funfair provider</u></p>	
<p>It was suggested the views of parishioners be sought; Cllr Richardson hoped to submit a note to the Village News.</p>	DMR
<p>13. <u>Correspondence</u></p> <p>Community First Oxfordshire was carrying out a Rural Services Survey with rural parish and town councils and parish meetings. The deadline was 29 February; the Clerk hoped to respond by that date.</p>	RMP
<p>14. <u>Finance</u></p> <p>Precept request for 2020-2021: <b>the Council resolved</b> this should remain at £24,000.</p> <p>Parish Council Draft Budget, 2020 – 2021: <b>the Council approved</b> the Draft Budget.</p> <p>Traffic calming expenditure: the Council noted that significant expenditure (above any grant monies from the County Councillor Priority Fund) was unlikely in 2020-21, and that in the meantime, the Council might need to gain a public mandate for any future use of its reserves, via a consultation meeting for example.</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>The Council <b>approved</b> a payment of £200 to the Clerk for homeworking expenses for the year 2019-20.</p>	
<p>15. <u>Date of the next meeting</u></p> <p>This was confirmed as Tuesday 18<sup>th</sup> February 2020.</p>	
<p>16. <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>Abandoned vehicle at the Pound; Cllr Jenkins would make further enquiries of the DVLA and Cherwell DC.</p> <p><i>Agenda items for future meetings:</i></p> <p>February: Lamb Ale, funfair provider  March: Governance / Financial risk assessment  Ongoing: Highways and traffic calming (Sub-committee progress)  Ongoing: Parish Council assets – monitoring of agreed maintenance actions</p> <p>The meeting closed at 9.30 p.m.</p> <p><b>Signed</b>                      <b>D. M. RICHARDSON</b>                                      <b>Chairman</b></p> <p><b>Date</b>                              <b>18<sup>TH</sup> FEBRUARY 2020</b></p>	SJ

## **Planning report, KPC January 2020**

### Cherwell District Council: Consultation on the Proposed Main Modifications to the Partial Review of the Cherwell Local Plan Part 1 (Oxford's Unmet Housing Need) –

KPC *Deadline Friday 20<sup>th</sup> December: no feedback from team so no comment sent.  
(Nov KPC) - KPC concern ref potential traffic impact: RMP forwarded to Planning  
Team on 25<sup>th</sup> Nov for comments by early Monday 16<sup>th</sup> December.*

19/02021/F

#### **The Hedges 3 Park Close** Kirtlington OX5 3HR

Demolition of attached outbuildings, replacement with a single storey flat roofed extension

KPC *No comment submitted (deadline 31<sup>st</sup> Dec for Weds 1<sup>st</sup> Jan)*

CDC target decision date 31<sup>st</sup> January

19/02663/CLUP

#### **1 Gossway Fields** Kirtlington Kidlington OX5 3HQ

Certificate of Lawfulness of Proposed Development for loft conversion plus insertion of rooflights

KPC *No comment submitted.*

*Not a consultee for CLUPs but Building Control dept deadline was 2<sup>nd</sup> January.*

CDC target decision date 5<sup>th</sup> Feb

19/02820/TCA

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

T1 x Malus- Remove dead wood (exempt). Prune back Crown by up to 4.0m as tree is showing signs of heavy die back, pruning back to strong growth points to encourage rejuvenation.

KPC *No comment submitted. (deadline Friday 3<sup>rd</sup> Jan)*

CDC target decision date 22<sup>nd</sup> January

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19/02551/F

#### **Kirtlington Park House** Kirtlington Park Kirtlington OX5 3JN

**Change of use** from a C3 dwelling house to a sui generis mixed use classification consisting of residential and private/corporate hire use (and increase in number of Civil Ceremonies, to 20 p/a)

KPC *No objection (31<sup>st</sup> December).*

CDC Target decision date 12<sup>th</sup> February

19/02583/F

#### **2 Roman Close** Kirtlington OX5 3EX

Loft conversion including installation of velux roof windows in both front and rear roof elevations.

KPC *No objection 20<sup>th</sup> December*

CDC *Permission granted 13<sup>th</sup> January 2020*

19/02550/F

**"Great Wolf", Chesterton**

Land to the east of M40 and south of A4095 Chesterton Bicester Oxon

Redevelopment of part of golf course to provide new leisure resort (sui generis) incorporating waterpark, family entertainment centre, hotel, conferencing facilities and restaurants with associated access, parking and landscaping. Validated 25/11/2019

**KPC** **Objection, sent 20<sup>th</sup> Dec. Public comments allowed to Committee date**

**CDC** Website gives Committee date 12<sup>th</sup> March

19/02805/CLUE

**Maurdon Cottage** South Green

Conversion of existing attached storage areas into habitable accommodation. Alterations to the South elevation including blocking up of existing ground floor openings with stonework to match existing and creation of openings on the ground floor with windows and doors in painted timber to match existing. Insertion of roof lights into North and South elevations.

**KPC** **No objection 7<sup>th</sup> January 2020**

**CDC** target decision date 3<sup>rd</sup> February

19/02818/F

**Park Farm** Akeman Street Kirtlington OX5 3JQ

Erection of new stable building

**KPC** **No objection 7<sup>th</sup> January 2020**

**CDC** target decision date 4<sup>th</sup> February

19/02772/F and 19/02774/LB

**Kirtlington Park House, East Wing** Kirtlington Park Kirtlington OX5 3JN

Conversion of outbuilding to ancillary living accommodation

**KPC** **comments by: Tues 21<sup>st</sup> Jan (for Thurs 23<sup>rd</sup>)**

**CDC** Committee decision Target decision date is 30<sup>th</sup> January.

19/02882/TCA

**Park House** Bletchingdon Road Kirtlington OX5 3HF

T1 x Turkey Oak - Reduce the end weight of two extended primary lateral limbs by 2-3m, by thinning/removing secondary periphery branches. T2 x Turkey Oak - Remove to ground level.

**KPC** **(Validated 17<sup>th</sup> Dec, - deadline not known, Comments by Tues 21<sup>st</sup> (for 28<sup>th</sup> Jan)**

19/02888/F

**Kirtlington Post Office Stores** 1 Troy Lane Kirtlington OX5 3HA

**Change of Use of Shop to Residential**, alternations to front window and two new roof lights.

**KPC comments by** **(Friday 31<sup>st</sup> January / RMP absent after Tues 21<sup>st</sup> January)**

**CDC** **Validated 10<sup>th</sup> January 2020**

**At 12 noon Tuesday 14<sup>th</sup> January 2020 – no new validations or decisions**

**KPC 14th January 2020 - Agenda Item 14 - Finance**

**Current a/c at 27th December 2019** £44,433.68 Includes £12,000 Precept (second half for 2019-20)  
Includes unspent £460 from OCC grant for traffic calming measures

**Saver a/c at 27th December 2019** £3,451.29 £1.72 interest since last statement

*Unbanked cheques* £47,884.97  
-£69.00

**£47,815.97**

**To note: additional payment post December KPC**

Barclaycard Commercial Annual card fee £ 32.00 (per budget)

**For approval: January 2020 payments**

R M Bone	Clerk's salary (Oct DD - Jan DD)	£ 2,450.16
R M Bone	Reimburse gift to Ms Marsh/Mr Kurgo	£ 96.00
HMRC	Employer and Employee NIC's for this quarter	£ 85.66
KVHMC	Room hire December KPC	<u>£ 12.00</u>
		£ 660.96

*To consider*

R M Bone Allowance for unpaid hours 2019-20 £ 329.00

**For approval: anticipated payments for February - March 2020**

Sylva	Fell Leylandii Sports Field, remedial surgery to tree at Cornbrash	£ 700.00	verbal estimate
KVHMC	Room hire January KPC	£ 12.00	
KVHMC	Room hire February KPC	£ 12.00	
OALC	Annual subscription	£ 155.00	approx
Comm. First Oxon	Annual subscription	£ 55.00	approx
Ady Podbury	2 x cuts Sports Field at approx £80, March	£ 90.00	approx and subject to contract
Greenscape	3 x cuts Greens at assumed £150, March	£ 450.00	approx and subject to contract
Hire costs	Roller for Sports Field (if booked by end March)	<u>£ 100.00</u>	approx
		£ 1,574.00	

PAYMENT FOOTNOTES (Statutory powers and duties) (at KPC 14th January 2020)

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)