

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 12th May 2020 at 6.00 p.m.

Present: Ms Trudy Brock, Mrs Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)
 Cllr Ian Corkin (for Oxfordshire CC and Cherwell DC, to 6.20 p.m.), Cllr Barry Wood (Cherwell DC, 6.50 p.m. to 7 p.m.)

In attendance: None.

	Action
<p>1. <u>Apologies</u></p> <p>None</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 remotely on 14th April 2020</u></p> <p>The minutes were approved.</p>	
<p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Corkin outlined some of the effects of the Covid-19 emergency on the County Council. The County Council was now able to meet remotely and it was anticipated there would be no face-to-face meetings until the end of the year at the earliest. In the first week of the emergency (lockdown) some three and a half thousand staff had been sent home. Key workers were working under pressure. Deaths in the County from the virus were below what had been expected. The emergency was already having a huge impact on the financial arrangements of all the County's large authorities with a shortfall of about £100 million to date. All the County's communities had a volunteer team providing local support and he asked that thanks be passed on. The County Council's cabinet would discuss the re-opening of primary and secondary schools soon. Increased facilities for cycling were already being considered and information was being sought from Government on this; Cllr Corkin was asking all parishes if they had local roads which might be suitable for temporary cycle lanes. Councillors noted that the cycle lane initiative was interesting.</p> <p>There was nothing further to report at present on the "Great Wolf" planning application (permission refused in March); similarly, the East-West Expressway project was in abeyance and he had no information on this subject.</p> <p>Cllr Corkin would set up a virtual briefing on the Dorchester Masterplan (planning application for the final details of housing and other use of the Upper Heyford site) to take place the following week and would contact the Parish Council the next day (Wednesday 13th May) with further information. Councillors asked if S106 monies from the development at Upper Heyford might assist the Parish Council's place-making and traffic calming initiative. Cllr Corkin hoped the allocation of such funding would include Kirtlington and he would pass the Parish Council's comments to the Cherwell DC Case Officer; he noted the fair distribution of such funds was being discussed and might mean individual parishes should submit justification for their schemes.</p> <p>Cllr Richardson thanked Cllr Corkin for his report and Cllr Corkin left the Zoom meeting at 6.20 p.m.</p>	All
<p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>Oxfordshire Association of Local Council's (OALC) advice in light of the Coronavirus 2020 Regulations on the conduct of Parish Council business: the National Association of Legal Council's (NALC) legal briefing and a link to the full 2020 Regulations were now both on the Village Website; OALC issued its own weekly briefings, including recent mention that Government and larger authorities used Microsoft's "Teams" in preference to Zoom. .</p> <p>Kirtlington Good Neighbour Scheme's Covid-19 Support Group volunteers: <i>the Council resolved</i> to minute particular thanks for the work of this group during the pandemic. The Council also recorded its thanks to Mr and Mrs Brett who put up bunting around South Green for the VE Day 75th Anniversary on Friday 8th May and to Mr Waterhouse who placed a wreath at the War Memorial at 11 a.m. on the 8th May.</p>	

Covid-19 effects on local amenities and annual village summer events: the Village Fete was cancelled although the Fete Committee might consider holding a “surprise” event when Government restrictions allowed. The date for the 2021 Fete was set as Saturday 26th June.

6. Highways and road safety; footpaths

(Place-making and traffic calming further to OCC Highways trial commenced June 2019): updates and recommendations of Roads and Traffic Sub-Committee. Cllr Buckingham-Fry reported on the Sub-Committee’s meetings of Weds 15th April and 6th May, her letter of 1st May to Anthony Kirkwood of OCC Highways and Mr Kirkwood’s reply of 4th May.

The Council noted the Sub-committee recommended a phased implementation of placemaking-based traffic calming proposals, with village consultation to be held in due course on the more significant, later phases.

The Council noted the initial steps (not of a scale to require consultation) were as follows: Cllr Buckingham-Fry and Mr Prior would order the materials for and build three new railway sleeper planters at a cost of about £240 each (including VAT), **and it was resolved** that this cost would be covered by the Sub-Committee’s budget (£1,889.66 from the two County Councillor priority fund grants, ringfenced for traffic calming). The Council noted that planters seemed better value for money than gates, **and resolved** that any planters should be as large as the location permitted, because larger planters retained moisture better than smaller ones. Further, the Council suggested that the Sub-Committee’s budget might be better spent on planters than on traffic data collection. **It was resolved** that Cllr Buckingham-Fry would contact Mr Mullane of Weston on the Green for advice on the numbers and best locations for “20 is plenty” signage and that one of those signs would be fixed on a planter which would be installed at the north end of the village. The placement of additional signage had yet to be determined. **It was resolved** also that the Parish Council would cover the cost of printing the signage, from the sums also ringfenced for traffic calming measures (ref: the 2020-21 approved Budget and previous meetings) (*Clerk’s note: this sum now being £1,467.50, see Item 11*). A date for the installation of the planters and who might assist with this would be agreed in due course.

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The Council resolved that Cllr Buckingham-Fry should ask Mr Kirkwood to confirm the cost of a site visit and a speed survey (if necessary) regarding a possible extension of the 30mph limit at the north end of the village, prior to accepting his offer to visit and carry out a survey. It was suggested those costs might be met by the Parish Council.

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Potential village entry gates at the north end of the village: **the Council noted** that the Sub-committee might wish to install gates here at approximately £1,500 excluding VAT but not at the entire cost of the Sub-committee’s budget, which after purchase of the planters would be about £1,170. If after purchase of the planters the Sub-committee agreed to spend the remaining amount on the gates, the Parish Council would be asked to pay the difference; if the Sub-committee did not wish to spend that sum but supported nevertheless the installation of the gates the Parish Council might be asked to consider funding the full cost. Any expenditure by the Council on Mr Kirkwood’s survey fee would have to be taken into account.

Speed Indicator Device: the Council noted recent correspondence with PC Webb. In the autumn of 2019 TVP had advised against use of the device in the winter months (poor weather, insufficient daylight); refresher training with a view to use of the SID had been contemplated for the spring but the Covid-19 emergency had prevented this.

Further to the establishment of the Roads and Traffic Sub-Committee in 2019 the Council reviewed the current arrangements for its representation at and the reporting from the Sub-committee by Cllr Buckingham-Fry including the Sub-committee’s current charring arrangements **and resolved** that these arrangements remained the preferred and most appropriate solution; **the Council noted also** that the course of action being followed continued to develop constructively and appropriately from the initial mandate, in line with the guidance of the Sub-committee’s experts in conjunction with input from the County’s Highway department, and with appropriate use of County Council funding.

Cllr Wood joined the meeting at 6.50 p.m., Cllr Richardson invited him to report: Cllr Wood reported that many local government staff were being diverted to different roles; Bodicote House was closed except for a few IT and Customer Service staff. Home working was proving to be very effective, which raised the question of how much office space would be needed in the long term. Homeless people had been lodged in hotels, at significant cost, and much effort and funding was being put into that and the Government’s other Covid-19 support schemes. Parish councils should contact Cherwell DC if they had any questions. Cllr Richardson thanked Cllr Wood for his time and Cllr Wood left the meeting at 7 p.m..

<p>7. <u>Parish Council Assets (maintenance)</u></p> <p><i>Key maintenance tasks including arboriculture (Sports Field and Play Area – see next Item)</i></p> <p>Allotment Society replacement gate for northern entrance – the Council had confirmed to the Society its donation of £275 and Mr Honey had submitted a pro-forma invoice.</p> <p>Mole control: the Council resolved to accept Mr Howe’s quotation of £180 for work at North Green and at the Sports Field.</p> <p>Tree surgery (Willow by Pond, branches obscuring drivers’ line of sight): the Clerk would press for a date for this work.</p>	<p>KBF</p> <p>RMP</p>
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVMHC Committee, matters to report: Cllr Richardson reported the Committee had met by Zoom on 20th April. The electric vehicle charging point was fully connected and the rates for income generation had been agreed. The Committee had secured a grant of £10,000 from Cherwell DC to cover loss of earnings and might have to pay it back. All bookings were cancelled until July and some were postponed until 2021; the plans for improvements to the facilities were on hold. The Committee had requested a greater level of representation from the Parish Council. It was resolved that if Cllr Richardson was not able to attend the Committee’s meetings Cllr Jenkins would do so, subject to a few days’ notice. Cllr Richardson would reply to the Village Hall secretary.</p> <p>A parishioner had reported being affected by some drift from herbicide spray on the Sports field; it seemed all necessary precautions had been taken by the contractor and the parishioner was well but the Clerk would ask that additional warning signs were placed at entry points to the field for any future spraying.</p> <p>Roman Close Play Area: Cllr Brock reported that volunteers had requested a few materials but a donation from the Parish Council was not needed at present.</p>	<p>DMR</p> <p>RMP</p>
<p>9. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan (MCNP): the MCNP AGM and quarterly Forum meeting scheduled for 22nd April were deferred until further notice.</p> <p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p> <p>(iii) Other: none.</p> <p>10. <u>Correspondence</u></p> <p>There were no new matters to report.</p> <p>With regard to maintenance of the Crowcastle Lane verge opposite the Allotments, Cllr Jenkins had strimmed a section here but noted that as the Toro mower was off road it could not be used at this location. The Council agreed an occasional strim was all that was needed.</p> <p>With regard to the verge opposite the A4095 junction with the Bletchington Road, Councillors noted that this area should be cut this season by OCC Highways, and as agreed at the February meeting Mr Hawes would be asked to mow additional areas when that had been done.</p>	
<p>11. <u>Finance</u></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>Cherwell DC’s Council Tax Reduction Scheme grant, £184.34 (2020-21): it was resolved this sum should be ringfenced for traffic calming measures (see Item 6).</p> <p>12. <u>Date of the next meeting</u></p> <p>This was confirmed as Tuesday 9th June, at 6 p.m. and would be held remotely by Zoom.</p>	

13. 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:

Ongoing: Highways and traffic calming (Sub-committee progress)

Ongoing: Parish Council assets – monitoring of agreed maintenance actions

June: Annual accounting and governance statements to 31st March 2020

The meeting closed at 8.10 p.m.

Signed

D.M.RICHARDSON

Chairman

Date

9TH JUNE 2020