

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 14th April 2020 at 6.00 p.m.

Present: Mrs Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)
In attendance: None.

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Trudy Brock, 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 18th February 2020</u></p> <p>The minutes were approved.</p> <p>4. <u>Covid-19 emergency, prohibition of public meetings from 24th March 2020 – The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (in force from 4th April 2020)</u></p> <p>NALC (National Association of Local Councils) and OALC (Oxfordshire Association of Local Councils) summary of impact of the Regulations on conduct of Parish Council business: the Legal Briefing issued by NALC had been posted on the Village Website. The Parish Council’s Zoom meeting had been publicised by Facebook and the Village Website in the normal timeframe. The Council noted the following:</p> <p style="padding-left: 40px;">Local Councils could meet remotely (e.g. via “Zoom”) until May 2021 and the dates and frequency of meetings could be altered without further notice.</p> <p style="padding-left: 40px;">Meeting Agendas could be published via the community (i.e. Kirtlington Village) website.</p> <p style="padding-left: 40px;">The Annual Parish Meeting would not take place (only local authority meetings could be held remotely; the APM was not a local authority meeting).</p> <p style="padding-left: 40px;">The Annual Council Meeting (AGM) could be postponed until May 2021; if so, appointments to council roles would be postponed until the AGM was held.</p> <p style="padding-left: 40px;">Annual Accounting and Governance statements: the schedule had been extended by two months so that Council approval of the statements was now 31st August 2020; for the Parish Council this meant that approval must take place at the July meeting latest as there would be no meeting in August.</p> <p>5. <u>Council inquoracy e.g. because of Covid-19 or other emergency (for scheduled remote or public meetings)</u></p> <p>In the event of such inquoracy <i>the Council resolved</i> to delegate functions to the Clerk and Council Members as follows:</p> <p>(i) Payments per Budget 2020-21 incl. mowing contracts and other payments already authorised at previous meetings: Clerk + one Member of Finance Subcommittee.</p> <p>(ii) Other payments arising, e.g. other contractual, repairs: Clerk + Finance Subcommittee but all Councillors by email if large one-off.</p> <p>(iii) Approval of end of year accounting and governance statements: As above (Item 4); there was no change to the quoracy requirement for approval.</p> <p>(iv) Planning responses No change: Clerk on behalf of Planning Subcommittee cc Chair.</p>	

<p>(v) KPC responses (formal/informal) to correspondence arising: Chair/Clerk + liaison with one or more other Councillor(s) as necessary.</p> <p>6. <u>District and County Councillor reports</u></p> <p>Cllr Corkin had written on 3rd April to confirm media reports that the County Council was preparing the former RAF Upper Heyford site for provision of temporary mortuary facilities, should the need arise.</p> <p>Cherwell District Council had set up a Councillor Priority Fund (separate from the County's Councillor Priority Fund) for work associated with assisting communities during the Covid-19 epidemic; the Clerk would forward details to Kirtlington Good Neighbour Scheme which was co-ordinating volunteers in the village.</p> <p>7. <u>Covid – 19: Government restrictions on public gatherings</u></p> <p>Effects on local amenities:</p> <p>Quarry: the Council had posted a Facebook request for adhesion to the Government's restrictions and was pleased to note some improvement. Village Sports field: it was not possible to close the Sports field which remained open for walkers and those exercising, and use by the public was responsible. Kirtlington Park: at present this remained open and use by walkers was responsible.</p> <p>Annual village summer events:</p> <p>Lamb Ale Friday 5th to Monday 8th June including Hebborn's Funfair: cancelled. KITE Cultural and music festival 12th – 14th June 2020, Kirtlington Park: postponed to 11th-13th June 2021. Village Fete Saturday 27th June - postponed to Saturday 15th August (the date might be confirmed by May). VE Day (national) celebrations 8th to 10th May – these had been cancelled but might be rescheduled for the weekend 15th-16th August.</p>	RMP
<p>8. <u>Highways and road safety; footpaths</u></p> <p><i>(Place-making and traffic calming further to OCC Highways trial commenced June 2019):</i> Cllr Buckingham-Fry had reported on the Roads and Traffic Sub-Committee's meeting of 10th March; a further meeting would take place by Zoom on 15th April. The Council noted receipt of a second OCC County Councillor's Priority Fund grant, of £1,429.66, also for traffic calming measures, and would await the Subcommittee's recommendations as to its use and with regard to the unspent sum (£460) from the first grant.</p>	
<p>9. <u>Parish Council Assets (maintenance)</u></p> <p>Greens mowing – the fortnightly cuts had resumed from 7th April, following review; Councillors were satisfied there was no risk to public health.</p> <p>Donation to Allotment Society towards replacement 12-foot galvanised gate for the northern entrance to the Allotments, quoted at £275: the Council resolved to make a donation of this sum; Cllr Richardson would liaise with Mrs Mason.</p>	DMR
<p>Tree surgery (Limes at South Green, Willow by Pond): it was resolved to postpone works to the Limes (minor crown lifting) as there would be no funfair on the Green this year and it was now too late in the season for surgery to Limes. It was agreed however that the crown lifting of the Willow should go ahead (per the Council's acceptance of Sylva's quotation of £180 plus VAT, November 2019), as the willow caused some obstruction of the line of sight for drivers approaching from the north</p> <p>Gravel Pit field: it was assumed that the Kirtlington Tree Project was on hold; in the meantime Cllr Richardson hoped to liaise with the grazing tenant.</p>	RMP
<p>10. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVHMC Committee: the Committee had met by Zoom on 23rd March. The Village Hall was closed from 24th March (Covid-19 restrictions) until further notice.</p> <p>Electric vehicle charging point: this was now working, but it was not yet known if its use was generating revenue.</p>	DMR

<p>Sports field mowing: <i>the Council resolved</i> that the weekly mowing, which had been put on hold, should recommence, and to ask Mr Podbery to carry out a weed and feed as soon as convenient.</p>	RMP
<p>Mole control: this had been completed in the week of 16th March, at £200 (approved at KPC meeting of 10th Dec 2019). Mole hills had appeared at North Green; <i>the Council resolved</i> to contact Mr Howes again.</p>	KBF
<p>Damage to fence, Molly Minn's Lane: this had occurred some time in the second half March. A new post was needed.</p>	
<p>Storm damage to trees (two Leylandii Sports field adjacent Cornbrash, Cedar by Churchyard gate to Sports field), December to February: on 7th April a team from Sylvatrees had cleared the Leylandii logs and brush and felled the bare Leylandii trunk (felling estimated at £120 + VAT). At the same time a recently damaged branch was removed from the Cedar (verbal estimate as below £200).</p>	
<p>Sylvatrees quotation to fell the remaining 1 x exposed Leylandii (TCA required), adjacent Cornbrash, at £380 + VAT; minor works to other Cedars to allow clearance for mowing (suggested by Mr Podbery): the Council agreed any work to the remaining Leylandii could wait until there was other tree surgery to be done in the Sports field. Cllr Jenkins would mow beneath the other two Cedars as needed so for the time being no further work was needed to these trees.</p>	
<p>Sports field and Roman Close Play Areas: notices had been displayed at both Play Areas on 24th March to state they were closed. Some youths had been seen in the Sports field Play Area; a Facebook post would be drafted requesting adherence to the closure.</p>	RMP/ KBF
<p>Churchyard mowing: Cllr Jenkins had serviced the Toro mower and was mowing the Churchyard and was liaising as needed with Mrs Mowat about the dates for this.</p>	
<p>11. <u>Planning</u></p>	
<p>(i) Mid-Cherwell Neighbourhood Plan (MCNP): the MCNP report on the Older Person's housing survey conducted by CFO had been received. MCNP policy PC2 in support of a health facility at Heyford Park: the MCNP Health sub-group would submit a paper to the County Council's Health Overview and Scrutiny Committee (HOSC) in April.</p>	
<p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p>	
<p><u>19/02888/F</u> - Kirtlington Post Office Stores, Change of Use of Shop to Residential, alterations to front window and two new roof lights: the Council noted Cherwell DC had refused planning permission (6th March). The Shop had ceased to trade on 29th February; the Post Office had closed on 6th April because of concerns for the safety of staff and customers with regard to Covid-19. There were no updates to report from the Friends of Kirtlington Post Office as to any replacement shop service.</p>	
<p>(iii) Other:</p>	
<p>19/02550/F, (Great Wolf Resorts (USA) proposals for development to expand Bicester Hotel and Golf Club (Chesterton) into a Family Waterpark and Hotel Resort): Cherwell DC's Planning Committee had refused permission (12th March). Any appeal against the decision would need to be lodged within the normal six months.</p>	
<p>12. <u>Correspondence</u></p>	
<p>Mrs Blackwell had offered to grow vegetables in raised beds in the verges alongside Manor House in Church Lane. Cllr Richardson would reply; the Parish Council did not own the verges and so could not give permission although they might be under Highways remit; setting those considerations aside however the Parish Council supported the initiative and considered raised beds would not impinge on the character of this part of the Conservation Area.</p>	DMR
<p>Cllr Richardson would liaise with the Allotments Society about the mowing of the verges either side of Crowcastle Lane at that location. It was assumed that at present the Allotment Society mowed the west side as needed.</p>	DMR
<p>13. <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>	

Risk Review 2019-2020 (Assets, Financial and Governance) – recommendations of 5th March 2020: Level of risk: no changes; inspection tour of assets to be undertaken spring/summer 2020. ***The Council noted and approved*** the recommendations.

14. Date of the next meeting

This was confirmed as Tuesday 12th May 2020, at 6 p.m. and would be held remotely by Zoom. ***It was resolved*** the Annual Council meeting would be postponed for the time being (this was possible until May 2021) and roles would remain unchanged.

15. Councillors' reports and items for future agendas

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

Cllr Richardson reported on a potential source of assistance with the installation of the replacement white gates on the Blethington Road and would make further enquiries.

DMR

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 7.25 p.m.

Signed D. M. RICHARDSON

Chairman

Date 12th MAY 2020