

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

Present: Ms Trudy Brock, Mrs Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)

In attendance: None

1. Apologies

Cllr Ian Corkin (Cherwell DC).

2. Declarations of pecuniary interests / other conflicts of interest

None.

3. Approval of the Minutes of the meeting held remotely on 9th June 2020

The minutes were approved.

4. District & County Councillor Reports

No Councillor reports had been received but Cherwell DC continued to send weekly briefings to all parishes. Cllr Corkin had circulated summaries of the traffic-related amendments to the Heyford Masterplan application (18/00825/HYBRID), following the re-consultation issued by Cherwell DC's Planning Department (*see Item 10*).

5. 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 Richardson thanked the Sub-Committee for their recent work on draft CAD illustrations of the potential speed-reduction measures for the village centre; ***Councillors agreed*** to the suggestion that Parish Councillors join a future Sub-Committee meeting to discuss the proposals, when there was sufficient information on the potential costs.

Cllr Buckingham-Fry confirmed the report on the Sub-Committee's work requested at the previous meeting had been posted on the village Facebook page (*18th June*) and would be published also in the next edition of the Village News.

Traffic Sub-Committee meeting, 8th July, matters noted and considered by the Parish Council:

Potential relocation further north of 30 mph sign at north end of village and associated traffic calming options: Mr Kirkwood of OCC Highways had visited the location and provided details of potential changes for discussion. An extension to the 30 mph limit with, possibly, new 40 mph sections in Akeman Street and north of the Akeman Street junction, would require a speed order (approximate cost £3,190), a minimum of one speed survey (approximate cost of £300), and new signage (approximate cost £2,500 to £6,000). Councillors suggested expenditure on this, or alternatively on attempting a 20 mph limit in the village centre, should be a matter for local consultation (see below), and in the context of which would be the more effective as part of a place-making scheme.

Village entry gates at north end of village: a Sub-Committee member had obtained a quotation for a little under £1,000 but there was no decision to purchase pending a resolution of the speed limit discussion at this location.

20-is-Plenty style advisory signs (purchase and installation previously approved in principle by the Council): the Sub-committee had obtained a quote of £610 for 18 signs (18 not needed but those unused to be spares for replacing damaged signs). Councillors recommended that if used they should be placed in a way to minimise additional visual "clutter". The Sub-committee was investigating the production of a variety of hand-drawn designs; Councillors thought this could be attractive and effective.

Planters: Cllr Buckingham-Fry was carrying out a consultation and would construct a mock-up.

<p>Coloured (wooden) pales attached to School railings (small section of railings separating pavement from road): Cllr Buckingham-Fry reported about 6 of these in recycled plastic would cost about £100 and Councillors thought this was acceptable. She was obtaining cost details for colour blocks for the fence near the Pre-School; also, the School seemed keen to have an alternative to the black paint on the main School railings.</p>	
<p>North Green, parishioner offer of bulb planting: the Council was happy with this proposal.</p>	
<p>Decluttering (excess road signage): Mr Prior would meet Mr Wasley of OCC Highways the following week to discuss the options.</p>	
<p>HGV traffic and Weston on the Green bridge: to date OCC Highways had not responded to the request for detailed information.</p>	(KBF)
<p>Village consultation: the Sub-Committee hoped to be able to present a draft of the proposals to the Parish Council in September for comment and then present them to the village in October. The Sub-committee recognised this timescale was ambitious, not least because Covid-19 restrictions entailed devising a suitable means of engagement with the village; this might have to be via a remote platform such as Zoom.</p>	(KBF)
<p>Community Speedwatch: following the previous meeting several parishioners had volunteered for this. PC Webb had written to advise that the scheme had been put on hold because of the pandemic but he believed it would resume shortly; he hoped to be in touch again in the near future to arrange a training session.</p>	
<p>Broken bollard, A4095 pinch point by North Green: OCC Highways had replaced this, around 10th June.</p>	
<p>Tinker's Ditch hedge renovation: Cllr Brock had met Mr Phil Hunter from Oxfordshire Conservation Volunteers. OCV supported the suggestion of re-laying the hedge but advised a few more years' growth was needed (to about 2 metres in height) to provide the stem/branch material needed for this task. Several hazel saplings could be coppiced, whereas some oak saplings could be transplanted to the hedge. She had corresponded with Revd. Miller and would meet him to discuss the next steps.</p>	TB
<p>Highways verges and mowing by OCC; village footpath maintenance and mobility access problems: on 3rd July Cllr Brock and Mr Prior had met Mr Chris Grain of OCC Highways to discuss verge mowing areas. A section of verge at the Bletchington Road junction would be mown and next year the treatment of this area should be reviewed in the context of the place-making and traffic-calming plans. During the visit several items for repair had been noted and other paths inspected including Crowcastle Lane and the small footway at the Bletchington Road junction. A grant might be available for flower planting at the junction. Cllr Brock was awaiting feedback from Mr Grain.</p>	(TB)
<p>Councillors noted the difficulties reported by a parishioner recently with regard to mobility scooter access to pavements and footpaths, and recorded thanks to Mrs Clifford for her work in trimming back vegetation.</p>	
<p>6. <u>Mill Lane and Quarry</u></p>	
<p>The Council noted the recently erected Police awareness signs at the Mill Lane bridleway and in the Village Hall car park. Councillors noted that anti-social behaviour seemed to have been reduced in Mill Lane and the Quarry area, but wondered if the Police surveillance should be extended to the Northbrook area. Cherwell DC had set up notices at the Quarry entrance asking the public to act responsibly with regard to the ongoing Covid-19 risk.</p>	
<p>Litter problem at the Quarry: this was particularly noticeable in the wood area. Cllr Jenkins had written to Cherwell DC to ask that the litter bins were emptied.</p>	
<p>Unlawful vehicle access to Mill Lane, abuse of the lane's bridleway status: the Council noted that formal notices stating the limitations on lawful rights of access had been erected.</p>	
<p>7. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p>	
<p>The National Association of Local Councils (NALC) advised councils to continue remote meetings.</p>	
<p>8. <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 gate had been installed. Tree surgery (Willow by Pond, branches overhanging main road and obscuring drivers' line of sight: Town &</p>	

<p>Country Trees had provided a quotation at £400 plus VAT. The Council noted that following Sylva Trees' quote of £520 plus VAT Cllrs Richardson and Jenkins had approved the Town & Country Trees' quotation in late June in order to expedite the work. The Clerk would contact Town & Country Trees to establish the anticipated timeframe.</p>	RMP
<p>Gravel Pit field, mowing: Councillors noted the field was last mown by Mr Podbery in July 2018, at £114 including VAT; it was resolved the field should be mown again and the Clerk should contact Mr Podbery for a quotation.</p>	RMP
<p>Repair and installation jobs: it was resolved that the Clerk should contact Mr Honey to ask him to quote for various items, including the installation of the replacement white gates for the Bletchington Road, the repair of the Notice Board outside the School, and the installation of the replacement post for the wooden lath fence alongside the Sports Field / Molly Minns Lane.</p>	RMP
<p>Kirtlington Tree Project (Gravel Pit field): Cllr Richardson had written to Mrs Price and Mrs Willcock and hoped to receive Mrs Willcock's update on the soil conditions and the most suitable tree species in due course.</p>	
<p>9. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>The Council noted that the Hall Committee was considering how to re-open the Hall and was undertaking a risk assessment.</p>	
<p>Sports Field mowing and maintenance: nothing to report.</p>	
<p>Sports Field and Roman Close Play Areas: changes to the Covid-19 legislation allowed these to re-open from 4th July, at the owners' / managers' discretion, and subject to a risk assessment. The Council resolved the two Play Areas should re-open, following a risk assessment and the installation of signage requesting responsible and "Covid-aware" use by supervising adults. It was resolved that Cllr Jenkins and the Clerk would review the risks as set out in the template risk assessment provided by OALC (Oxfordshire Association of Local Councils) and the OALC recommendations for clear signage.</p>	SJ/ RMP
<p>Play Area annual safety inspections: these had been booked with RoSPA Play Safety and would take place in July or August.</p>	
<p>10. <u>Planning</u></p>	
<p>(i) MCNP Forum comments on Heyford Park Masterplan (18/00825/HYBRID) – Chairman Martin Lipson had circulated comments on the possible effects of the latest amendments on NP member parishes.</p>	
<p>(ii) Monthly planning application schedule – the Council noted the report (to be filed with the approved Minutes).</p>	
<p>Heyford Park Masterplan (18/00825/HYBRID):</p>	
<p>(a) the Council noted the following updates since the previous meeting: OCC Highways response of 18th June to Parish Council traffic questions (per Parish Council planning objection of 3rd June), OCC response of 29th June to Parish Council with 250 bus patronage data; OCC formal objection to the application (4th June) ref transport, flooding, education and ecology; further OCC Highways information in relation to Parish Council questions awaited.</p>	
<p>(b) (<i>see Item 4</i>) Cherwell notice of re-consultation, following amendments: the Council noted the Planning Committee date must therefore be postponed from July. Full details of the amendments had been circulated to the Parish Council and Planning Sub-Committee and the Traffic Sub-committee.</p>	
<p>(c) The Parish Council hoped to submit further comments on the traffic impact of the proposed amendments.</p>	
<p>(iii) Other: none.</p>	
<p>11. <u>Correspondence</u></p>	
<p>Covered by the previous Agenda items.</p>	
<p>12. <u>Finance</u></p>	
<p>(i) Annual Governance and Accountability Return (AGAR), year ending 31st March 2020 (as published on the village website):</p>	
<p>(a) The Council received and noted: The Annual Internal Audit Report, provided <i>pro bono</i> by Mr Rice.</p>	

<p>(b) The Council resolved to approve: the Annual Governance Statement (Section 1).</p> <p>(c) The Council resolved to approve: the Accounting Statements (Section 2).</p>	
<p>The Council noted that the public inspection period would commence on 1st September; these dates (the Notice of Public rights) would also be published on the village website.</p>	RMP
<p>(ii) Monthly receipts & payments: the Council approved the payments (schedule as presented to the meeting, to be attached to the approved Minutes).</p>	
<p>Website hosting fees: the Council noted that Mr Charlesworth’s invoice for these fees was due; if received, the Clerk would forward details to Cllrs Richardson and Jenkins for their approval.</p>	RMP
<p>13. <u>Date of the next meeting</u></p>	
<p>This was confirmed as Tuesday 8th September, at 6 p.m. and would be held remotely by Zoom.</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> None.</p>	
<p><i>Agenda items for future meetings:</i></p>	
<p>Ongoing: Highways and traffic calming (Sub-committee progress) Ongoing: Parish Council assets – monitoring of agreed maintenance actions September: Co-option of Councillor(s) to the Council vacancies</p>	
<p>The meeting closed at 7.48 p.m.</p>	
<p>Signed D.M.RICHARDSON Chairman</p>	
<p>Date 27 OCT 2020</p>	