

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 27th October 2020 at 6p.m.

Present: Ms Trudy Brock, S Jenkins, D Richardson (Chairman)

In attendance: Mrs Olivia Stanton (minute taker)

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Buckingham-Fry, Mrs R Powles (Clerk), Cllr Ian 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 remotely on 14th July 2020.</u></p> <p>The minutes from the last meeting were approved.</p> <p>4. <u>District & County Councillor Reports</u></p> <p>Cherwell DC's fortnightly update was circulated on 19th October but no comments were made.</p> <p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>At present there is no change in Covid-19 classification, currently set to Tier 1 restrictions. There is the potential for this to change given Cherwell DC's request for further action. Should there be an upgrade to Tier 3 the play areas and the Village Hall would need to close.</p> <p>6. <u>Highways and road safety: footpaths</u></p> <p><i>Place-making and traffic calming further to OCC Highways trial commenced June 2019:</i> The Traffic Sub-Committee are not ready to present their proposals to the Parish Council, Cllr Buckingham-Fry will follow up and update at the next meeting.</p> <p><i>Kirtlington Parish Council joins surrounding villages in a "20 is plenty".</i> Mrs Conway is still working to progress this initiative, to note that this would be an advisory speed and is not legally enforceable, therefore, existing "30 mph" signs would not need to be changed. Rumble strips have been discussed internally and could be an alternative method of reducing speed, however, there is the impact of noise pollution, local houses would need to be consulted prior to these being installed. Resolved – await presentation from Traffic Sub-Committee.</p> <p>All Councillors would like to extend their formal thanks to Ashley Prior for installing the multi-coloured pales at the School kerbside barrier.</p> <p><i>Community Speedwatch update and Speed Indicator Device ("SID") training</i></p> <p>We are awaiting dates from PC Webb, due to Covid-19 it is likely that either 2 sessions will need to be carried out or an alternative location is to be sought to make sure current social distancing rules can be observed. The scheme cannot be started until relevant insurance has been sorted and under the current conditions this would be invalid.</p> <p><i>OCC Highways' verges maintenance, village footpath maintenance</i></p> <p>Verges maintenance - There currently has been no response from Edward Hawes. The residents have strimmed the Bletchington Road junction.</p> <p>Path maintenance –Tinkers Ditch – Revd Gareth Miller is happy with the work that was carried out, in Spring 2021 we will take a look at removing some of the smaller oak trees in the hedgerow. There was a fallen tree at the A4095 / Bletchington Road junction – Roger Honey has agreed to remove it and keep the wood in lieu of payment.</p>	

7. Mill Lane and Quarry

In late August DC Ian Corkin facilitated a Zoom meeting which was attended by Cllr Brock, Cllr Richardson and Tony Summerfield. A further meeting was held with Tim Green from Cherwell DC, but despite police signs being erected anti-social behaviour is still occurring. There is little that the Parish Council can do but encourage the Canal and River Trust to work with local landowners.

Reporting to Thames Valley Police – there is now an instant reporting button which is live on the village website – this can be used to report antisocial behaviour instantly.

Cllr Jenkins reported that there have been no reports of bad behaviour on Mill Lane but queried who is responsible for this area and therefore who might be liable should an incident occur. Cllr Richardson made clear that it was not the responsibility of the Parish Council and that it lies with Oxford County Council. Cllr Jenkins reported that the quarry is the responsibility of Cherwell DC, Cllr Richardson is going to make contact with the relevant parties to increase the signage in this area.

DMR

8. Parish Council Assets (maintenance)

Key maintenance tasks including arboriculture (Sports Field and Play Area – see next Item)

Tree surgery - Willow by Pond, branches overhanging main road and obscuring drivers' line of sight: Approval was granted and the works were scheduled for 10th November.

Noted, per the Agenda: Maintenance work – Mr Honey had repaired the school notice board, adjusted the bench ground fixing (sports field), installed the Bletchington Road white gates, and a new post in the fence alongside Molly Minns Lane.

Noted, per the Agenda: Flail mowing, Gravel Pit field – this was done by Ady Podbery on 17th August.

Kirtlington Tree Project (Community Orchard in Gravel Pit field):

Cllrs referred to an email from Mrs Willcock detailing plans for the proposed location and dimensions of the orchard, and the remaining grazing area, with reference to margins needed for hedge-trimming/flail mowing vehicles. Only concerns were over the amount of space allowed for access for farm machinery and horses.

Cllr Jenkins remarked on the cost of the fencing but it was agreed that it would be a significant amount of work and more aesthetically pleasing (wooden vs electric) and in keeping with the surrounding environment. Cllr Richardson content with this cost.

Cllr Brock asked whether all that was in Mrs Pryce's letter had all been addressed. It was agreed that they had all been addressed and specific measures have been put in place – allowing access for hedge cutting and access being controlled and secured.

War Memorial – Cllr Richardson agreed, ahead of the Remembrance Day service, to mow the churchyard.

9. Village Hall, Sports Field and Play Areas

The Council noted that the Hall has had to close again following a significant roof leak which has caused major damage to the main hall ceiling. Ongoing investigation work by Bob Wilkes, Chair of the Management Committee, has resulted in a visit from the surveyors appointed by the insurers, they conclude that the damage may have been caused when the solar panels were installed on the roof. Cllr Richardson will circulate the correspondence and until the repairs have been done the village hall remains closed, however, the Hazel Room is currently open and available for use as well as the changing room facilities for the football team. The Management Committee continues to work with the insurers to get the leak fixed.

The Sports field has now had the last cut of the season, if there is a mild winter it might need a mid-season cut, should the football team need the grass to be cut then it can be arranged.

The Play Area inspection will happen this week, it is looking slightly overgrown with weeds, Cllr Jenkins will treat the area with weedkiller in the evening. **The Council resolved** that over the winter the rotten tree stumps would be removed, Cllr Jenkins will provide a chainsaw and remove them

SJ

Covid-19 risk assessment (July) and signage: Covid-19 signage remains in place, a couple of the fence panels are

loose specifically in the “zoo exhibit” area.

10. Planning

(i) MCNP Forum comments on Heyford Park Masterplan (18/00825/HYBRID) – the Parish Council had concerns surrounding the traffic related implications, bus gates, and weight restrictions on bridges but these have been incorporated into their submission.

All Councillors would like to extend their thanks to Paul Kurgo and Helen Macbeth for their continued hard work on this initiative.

AGM – this was scheduled for 14th October but there has been no update, Cllr Richardson will look into this.

(ii) Monthly planning application schedule

Cllr Richardson noted the recently validated “Great Wolf” Appeal (planning application 19/02550/F, PINS Case Number APP/C3105/W/20/3259189), to be determined by PINS by Inquiry, commencing 9th February 2021.

11. Correspondence

No outstanding correspondence to address.

12. Finance

Cllr Richardson presented the financial report to the meeting, there were no comments on the figures. It was acknowledged that there are a couple of cheques that are waiting to be cashed which will alter the amount in the bank account.

- (i) Monthly receipts & payments: the Council ***approved the proposed payments*** (schedule as presented to the meeting, to be attached to the approved Minutes).
- (ii) Annual Governance and Accountability Return (AGAR), year ending 31st March 2020, external audit report not yet received: the Clerk is following up with the external auditors and so the matter is rescheduled for the meeting in November 2020.

13. Date of the next meeting

This was confirmed as Tuesday 17th November, at 6 p.m. and would be held remotely by Zoom.

14. Councillors’ reports and items for future agendas

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

Post Office has re-opened for unspecified duration.

Dashwood and Community Shop: Farmers’ Market to be held on Saturday 31st October 9 a.m. to 12 noon
KWACS Pond restoration project – pipe draining pond through garden at 5 The Chestnuts and out to Park to be inspected and cleared Sat 24th Oct. Property owner at 5 The Chestnuts and Mrs Nicholson (for the Park) covering this cost.

Churchyard extension – Cllr Jenkins has been working with Very Revd Wilkes regarding the churchyard extension, there are no historic drawings held at the Land Registry, therefore, they are having to use hand-drawn plans, consensus was to carry on with the application. Zachary Coles will be contacted for a quote for the walls. Land consecration – this is not a matter for the Parish Council.

Agenda items for future meetings:

November: AGAR 2019-2020: adoption of External Audit Report and Conclusion of Audit Certificate

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

Ongoing: Parish Council assets – monitoring and maintenance

Confirmation of KPC roles/reps and Sub-Cttee membership (no Annual Council element to May 2020 KPC because of Covid-19 legislation)

Dates to note

11th November – Cllr Richardson will join the Parish Liaison meeting

9-12th November – Cllr Richardson to collate anything that the Parish Council want addressed in these surgeries

DMR
/All

The meeting closed at 7.12 p.m.

Signed

D.M.RICHARDSON

Chairman

Date

17 NOV 2020