

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 17th November 2020 at 6p.m.

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

In attendance: Cllr Ian Corkin (Cherwell DC, until 6.34 p.m.), Cllr Carmen Griffiths (Oxfordshire CC, until 6.13 p.m.),
A Prior (until 6.49 p.m.)

	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 27th October 2020.</u></p> <p>The minutes from the last meeting were approved.</p> <p><i>(Addressed later in meeting, to allow early presentation of District and County Reports) - Minutes of the Parish Council meeting of 14th April 2020: the Council noted the following clarification with regard to Item 5 (delegation of functions in the event of inquoracy): the provisions enabling delegation of functions applied when a scheduled meeting was cancelled because of inquoracy and would be effective provided the Council maintained otherwise a minimum quoracy of three Councillors.</i></p>	
<p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Griffiths confirmed that the County Councillor Priority fund was available again (<i>for sums to £2,500 per parish</i>) and indicated her support for a further application from the Parish Council. Monies received should be spent by 31st January 2021. With regard to HGV traffic impact and other excess traffic or speed limit problems she suggested liaison with other neighbouring Parish Councils, for example Bletchington which had similar problems, but noted that the potential effects of displacing movement to different routes should be considered carefully. <i>Cllr Griffiths left the meeting at 6.13 p.m.</i></p> <p>Cllr Corkin reported on budget planning, the appeal by Great Lakes UK Ltd (“Great Wolf”) against refusal of planning permission for the waterpark at Chesterton, and Cherwell DC’s planning permission for Dorchester Group’s masterplan for the Heyford Park development at Upper Heyford. Budget planning was already under way and would be challenging for the next few years because of the Covid-19 impact. He suggested if local parishes wished to oppose the Great Lakes UK appeal they should liaise with Parishes Against Wolf (PAW), which was highlighting the potential traffic impact of the proposal. With regard to the Heyford Park masterplan Oxfordshire CC Highways had accepted suggestions and conditions for re-evaluation of associated traffic impact; the next phase would involve a monitoring of community traffic patterns post Covid-19, and triggers for mitigation would be discussed in forthcoming meetings with Dorchester Group and Highways. Cllr Corkin suggested that M-CNP was the best-placed body to represent the joint interests of local communities. Cllr Richardson thanked Cllr Corkin for his work on traffic impact mitigation at this site.</p> <p>Cllr Corkin outlined the County’s assessment of the Covid-19 impact: new figures would be released shortly showing an increase in infection levels, now affecting older age groups. The increase was driven by transmission in homes, not outdoors. He thought a substantial roll out of vaccination and testing would be in place by the spring. <i>Cllr Corkin left the meeting at 6.34 p.m.</i></p>	
<p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>See the previous item.</p>	

6. Highways and road safety; footpaths

Place-making and traffic calming further to OCC Highways trial commenced June 2019:

De-cluttering of village highways signage (OCC Highways recommendations in support): Mr Prior referred to the 2007 Manual for Streets which stated that there was no requirement for highways signage and recognised that drivers are influenced by the (visual/landscape) environment. Mr Catling, a signs expert at OCC Highways, was already working on an audit of A4095 and therefore any reduction or decluttering of village signage would be at no cost to the Parish Council. Councillors discussed the safety implications of the removal of some of the signage and noted that in all cases OCC Highways was the responsible body and that all recommendations had been made after due consideration of road safety. **The Council resolved** to accept all the recommendations. With regard to the simplification of signage associated with South Green, the Council noted Revd Gareth Miller's request for a directional sign to the Church, and that this cost for this would fall to the community. Mr Prior advised that the decluttering should first be completed, and the design detail of a timber fingerpost to the Church (inter alia) should follow on from that. *Mr Prior left the meeting at 6.49 p.m.*

TCA (works to trees in a Conservation Area) application for Crown-lifting of Lime Trees opposite the Dashwood on South Green along the A4095: Cllr Buckingham-Fry described the Traffic Subcommittee's suggestion for this section of the Green - in conjunction with a potential courtesy crossing from near the Dashwood the crown lifting would create space for the installation of a table and chairs, as one of the place-making features. Councillors mentioned the County Councillor's Priority Fund as a possible means of funding the tree surgery and purchase of the street furniture. It was agreed that associated practicalities such as mowing and strimming could be addressed later. **The Council resolved** to submit the TCA; Cllr Buckingham-Fry and the Clerk would meet on South Green to agree the details and the Clerk would contact Town & Country Trees and Bowards for quotations, to include the submission of the TCA on behalf of the Council.

Councillors discussed the location of the Vehicle Activated Sign (flashing sign) north of North Green and **resolved** that it was in an optimal position to discourage an increase in speed before the Pond and School by southbound vehicles and would be too costly to move.

Update on other place-making and traffic calming proposals: councillors noted that OCC Highways had sanctioned a small number of temporary road surface markings. The Traffic Subcommittee was awaiting feedback from the School on the design of "20 is Plenty" signs; the purchase of timber sleepers for the planters would now go ahead and soil would be purchased when the volume needed was known. Cllr Buckingham-Fry was still pressing for a response from OCC on traffic routing via the B430 and suggested a re-evaluation of this road was needed. Mrs Conway was investigating the weight restriction at the Enslow bridge and was now Chair of the Oxfordshire "20 is Plenty" group. The Subcommittee had also discussed possible revision of the current cycle route through Kirtlington.

Other: OCC Highways would pay for signage to the electric vehicle charging spaces at the Village Hall car park; Cllr Buckingham-Fry had attended the Highways' virtual surgery which was part of Cherwell DC's virtual Parish Liaison meeting the previous week but had been "muted" and so had requested a further remote meeting with the Highways team.

The Council repeated its thanks to Dr Macbeth and Mr Prior for the installation of the coloured palings at the School.

Verges and footpath maintenance: footpath from Hatch Way substation to Corner Farm field. Cllr Brock referred to correspondence from a parishioner which described the overgrown state of this path. The Council noted that while it had no duty to maintain the path it was unfortunate that team volunteer work on such tasks had been prevented this year by Covid-19. Cllr Brock would respond to the parishioner.

7. 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: this work was carried out on 12th November.

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

Cllr Richardson had confirmed with the Project Committee that the Council was happy with the proposed layout. The Clerk would contact Mr Podbery for his comments on the turning space allowed at the field margins.

Gravel Pit field hedge trimming: Councillors noted that Mr Budgett had kindly included this in his contractor's work in October 2018 and **resolved** that in accordance with the advice of HedgeLink.org (trimming to be carried out

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<p>preferably only every three years) the next hedge trimming should be postponed until autumn 2021.</p> <p>Purchase of replacement dog bin, Crowcastle Lane: Mr Paul Devine of Cherwell DC had advised the current bin was too damaged for his team to clear without difficulty. Councillors resolved to purchase a new bin with perhaps a pedal operation; an approximate price of £250 was noted but that supplier (Glasdon) did not offer pedal operated bins, so Cllr Richardson would inspect the bins at the Quarry and forward details.</p>	DMR /RP
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>The Council noted that the Village Hall remained closed because of the damaged main hall ceiling and would remain so for some time. This meant that there was no suitable venue for public gatherings such as the Traffic Sub-Committee's public presentation unless it was possible to use the Church within the current Covid-19 restrictions.</p> <p>Sports field and football: football was not allowed under the current (second) Covid-19 lockdown. Cllr Jenkins noted that topping and rolling might be needed before the new summer season but that could be addressed as needed.</p> <p>Annual Play Area inspections carried out by PlaySafety on 2nd November (Sports field and Roman Close), reports and recommendations: the Council noted the inspection reports. The Council resolved that the Play House (log cabin) in the Sports field Play Area should be dismantled and removed in accordance with the report, as the base timbers were rotten. It was suggested that the Council consider replacing it in 2021. Resolved: the Clerk would contact Mr Honey to request removal of the Play House within the next ten days.</p> <p>Play Bark purchase for Sports field Play Area: it was resolved to purchase play bark to top up the areas at the base of the play equipment items.</p>	RP RP SJ/ KBF
<p>9. <u>Planning</u></p> <p>(i) MCNP Forum request for Parish Councils to support a pharmacy at the Upper Heyford site: the Council noted that a pharmacy at this site would not compete with Islip or Woodstock, and resolved that the Clerk should confirm the Council's support in principle.</p> <p>MCNP Forum first annual report: the Council noted Chairman Martin Lipson's report on the Forum's first year.</p> <p>Councillors noted again their thanks to Helen Macbeth and Christine Marsh for their continued hard work on this initiative.</p> <p>(ii) Monthly planning application schedule</p> <p>Councillors noted the report (new application details since the previous meeting); Cllr Jenkins would forward comments as needed for the forthcoming response deadlines.</p> <p>(iii) (a) Great Lakes UK Ltd ("Great Wolf") - PINS Case number APP/C3105/W/20/3259189, appeal against refusal (12th March 2020) of planning permission (application number 19/02550/F) to be determined by Inquiry to commence 9th February 2021, deadline for submission of any additional comments to PINS is 27th November 2020:</p> <p>The Council noted that MCNP Forum would re-iterate its objection. The Council resolved to submit to PINS a re-iteration of its opposition to the proposals.</p> <p>(b) Heyford Park Masterplan, 18/00825/Hybrid (re-consultation): permission granted, Cherwell DC Planning Committee, 5th November 2020: the Council noted the conditions imposed as proposed by Cllr Corkin (<i>see also Item 4</i>) to ensure collegiate approach (including OCC) to traffic mitigation steps, including a re-assessment of post Covid-19 traffic impact, and to facilitate timely mitigation steps by early triggers.</p>	RP RP
<p>10. <u>Correspondence</u></p> <p>No outstanding correspondence to address.</p>	
<p>12. <u>Finance</u></p> <p>(i) Monthly receipts & payments: the Council approved the proposed payments (schedule as presented to the meeting, to be attached to the approved Minutes).</p>	

The Council approved also the delivery cost of the timber sleepers (for planters) at approximately £100.

(ii) AGAR for year ending 31st March 2020, External Auditor Report and Certificate: this had not yet been received. External Auditors were obliged to allow time for smaller authorities to adopt these reports by 30th November 2020 and so the **Council resolved** to meet remotely on 27th November at 6 p.m.

13. Date of the December meeting

This was confirmed as Tuesday 15th December, 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):

KWACS Pond restoration project – the pipe draining the pond through the garden at 5 The Chestnuts and out to the Park had been inspected on 24th Oct. The drain company had visited twice and had cleared roots but found the pipe runs to be seriously out of alignment; next step was to be decided. The current property owner at 5 The Chestnuts and Mrs Nicholson (for the Park) were covering this cost at present.

Agenda items for future meetings:

January 2021, approval of 2021-2022 Draft Budget: Cllr Jenkins recommended that the Council consider the Precept level, which had been held at £24,000 for several years, in relation to increasing maintenance costs, as these had resulted in annual decrease in Parish Council available funds. An increase in the Precept might be needed to pay for additional resources, so that the ongoing tasks could be carried out perhaps by a local firm; Cllr Jenkins asked Council members to consider what those tasks should be.

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: The Clerk would liaise with the Finance Committee with a view to a review of the Draft Budget in the week of 4th January.

The meeting closed at 8.03 p.m.

Signed D. M. RICHARDSON

Chairman

Date 15 DEC 2020

All

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SJ/
DMR