

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 19th January 2021 at 6p.m.

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

In attendance: Mr C Powles (KWACS Chairman) to 6.35 p.m.

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Griffiths, Oxfordshire CC.</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 15th December 2020.</u></p> <p>The minutes of the meeting were approved.</p> <p>Cllr Richardson invited Mr Powles (KWACS Chairman) to speak to Item 7, KWACS Pond drainage improvement project.</p> <p>Prior to December 2020 the first stage of the KWACS project to improve the Pond's function and sustainability had been to divide the Pond into a main and sacrificial pond, the goal being to prevent road run-off from going into the main pond and to form a reed bed in the sacrificial pond to filter the pollutants in the road run-off. The second stage had been to install catch pits in manholes through which the road run-off flows. The next stage in this process was for the Pond to be dredged and the excess vegetation cleared, and for this it should first be pumped as dry as possible. The most cost efficient way of draining/pumping the Pond dry was via the current pipes to the pond in the garden of 5 The Chestnuts, now owned by Mr and Mrs Crossley. In addition to a TOE grant of £4,155 KWACS had some funds of its own to cover the anticipated overall costs. Initial investigations however indicated the pipework from 5 The Chestnuts through the woodland to the Park was in disrepair, and the heavy rainfall on 23rd December had caused the pond at 5 The Chestnuts to overflow, flooding the two gardens to the south (Jonquil and Coppers).</p> <p>A camera survey by Drain Technology UK on 2nd January confirmed mis-alignment and collapse of pipes through the woodland and blockage of pipes by tree roots. Mr and Mrs Nicholson (owners of the Park and woodland) and Mr and Mrs Crossley had been actively involved at all stages. The occupants of Jonquil and Coppers were being kept informed. Drain Technology recommended the excavation and re-laying of all pipe sections from 5 The Chestnuts. Mr Powles was liaising with Ashley Prior, Christine Marsh, Beecrofts (a plant hire and pipe laying company), Mr and Mrs Nicholson and Mr Crossley; all met at the Pond on 15th January to inform the next steps. At that meeting the parties agreed the necessity of a new and different pipe route east of the current route, and subsequently had determined the length (91 metres approx). Beecrofts were now drawing up the costs to install this, for the parties to consider. Mr Prior had been in contact with OCC Highways and confirmed that Highways had an absolute right to discharge water run-off into ponds and watercourses but on this occasion might entertain an approach for a small contribution to the costs. To date the Park owners had paid most of the costs of the investigations, with contributions also from the previous owners of 5 The Chestnuts and KWACS. The assumption was that liability was likely to be with the landowners of the defective sections, and the greater part of these lay in the woodland. The timing of the installation of the new pipe run could be critical, one factor being that the dredging of the village Pond should be before the new spring growth. Mr Sam Tylor (for the Park) was available to help if the installation could be done in February. Mr Powles left the remote meeting at 6.35 p.m.</p> <p>Councillors noted that this was a complex and urgent task, <i>and resolved in principle</i> to make a donation to the costs, and would consider this further when those details were available.</p> <p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Carmen Griffiths had advised she had not been selected for re-election as the ward's County Councillor for the Oxfordshire CC ward elections in May 2021. Cllr Buckingham-Fry would write to thank Cllr Griffiths for her support of the Parish Council.</p>	KBF

<p>this instance, the Crowcastle Lane bridleway), viz. the <i>www.gov.uk</i> Guidance pages for HM Land Registry plans: boundaries – ‘<i>The ... owner of land abutting on a road is also the owner of the adjoining section of the road up to the middle line (ad medium filum).</i>’ It was suggested that the Tree Committee might be able to assist with the maintenance of the now overgrown hedgerow on the east side of the lane.</p>	
<p>Recently collapsed fence to east of locked post adjacent The Studio, Crowcastle Lane, previously installed by Mr Budgett in consultation with the Parish Council: Councillors resolved the Clerk should write to Mr Budgett to request that he re-instate this section of fence.</p>	RMP
<p>Councillors noted that concern had been raised about the path alongside the Pound (east verge of the Gravel Pit field) as vehicle use was degrading the surface.</p>	
<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>Reappointment of mowing contractor for Village Greens for 2021 season: it was resolved to re-appoint Greenscape and to request confirmation of the price per cut.</p>	RMP
<p>Acts of ownership, South Green, issue of reminder correspondence: this was last issued in 2019. It was resolved reminder letters should be sent after five years (2024).</p>	
<p>Kirtlington Tree Project (Community Orchard in Gravel Pit field); Cllr Richardson reported that in addition to a possible grant from the County Councillor Priority Fund (<i>Item 6, above</i>), Mrs Hawkesworth had obtained a £1,445 grant from the Tree Council. Mr Mason had plans in hand for replanting of the gaps in the south east corner of the field hedge.</p>	
<p>Chestnut, North Green (severe damage to main trunk), 5 Day Notice to fell submitted: <i>above, Item 6.</i></p>	
<p>Pond drainage improvement project, reports from KWACS Chairman: <i>see above, Item 3</i>, and Parish Council donation to cost: <i>see above, Item 3.</i></p>	
<p>Local general repair and maintenance companies or sole traders: Councillors suggested there were several such which might be able to carry out ongoing work for the Council, but more detail was needed.</p>	
<p>Updates as reported on any other asset non-maintenance matters: none.</p>	
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>Cllr Richardson reported that the exterior repairs were complete, inspected and signed off. The Management Committee was now liaising with the parties involved in the repairs to the interior.</p>	
<p>Play Bark purchase for Sports field Play Area: this would be purchased at the same time as the soil for the timber planters.</p>	KBF/ SJ
<p>Sports field and football: Cllr Jenkins suggested he roll the field when the ground was dry enough, perhaps in a month’s time.</p>	SJ
<p>Appointment of mowing contractor for Sports Field for 2021 season: it was resolved to re-appoint Ady Podbery and ask him to quote for a weed and feed in addition to the mowing quote.</p>	RMP
<p>Replacement of timber Play House (Sports field Play Area): the School had provided details of the supplier of the timber fort; Cllrs Jenkins and Buckingham-Fry would investigate similar companies.</p>	SJ/ KBF
<p>9. <u>Planning</u></p>	
<p>(i) Mid-Cherwell Neighbourhood Plan: no updates to report.</p>	
<p>(ii) Monthly planning application schedule (new application details since the previous meeting): Councillors noted the report; there were no objections to pass on to the Planning Sub-Committee.</p>	
<p>(iii) (as noted previously) 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.</p>	

10. Kite Festival, Kirtlington, 11th-13th June 2021

Updates with regard to the potential ongoing impact of the Covid-19 pandemic for summer 2021: Cherwell DC's Environmental Health Team was unable in the circumstances to be certain of any arrangements for the festival this year but advised it would contact the organisers soon with regard to what plans were in hand, and hoped to set up a meeting at some point – if this was arranged they would invite the Parish Council also. Cherwell DC's Licensing Enforcement team had forwarded the schedule of conditions under which the Licensee must provide draft safety/events management provisions 3 months in advance, to be approved by Cherwell DC latest 1 month in advance; as noted previously the Licensee should provide the Parish Council with updates for the 3 months prior to the event.

11. Correspondence

There was no correspondence to address which had not been covered elsewhere.

Cllr Richardson referred to Councillors' recent liaison with parishioners to establish if any wished to become Council members: **it was resolved** to co-opt Mrs Jean Conway and Ms Briony Enser to the Council and Cllr Richardson would write to both to confirm this.

DMR

12. Finance

(i) Monthly receipts & payments: the Council **approved the proposed payments** (schedule as presented to the meeting, to be attached to the approved Minutes).

(ii) Maintenance and repair tasks to be included in the Draft Budget 2021-2022: with reference to the list of suggested tasks circulated previously it was noted that more work was needed in the summer. Cllr Jenkins suggested that ideally a person employed to undertake these would work through the tasks as needed; an alternative would be payment per project. It was recognised that the list needed further definition.

[All]

(iii) Precept for 2021-2022: **it was resolved** to submit a Precept request for £25,500.

RMP

(iv) Draft Budget 2021-2022: **it was resolved** to approve the Draft Budget.

13. Date of the January 2021 meeting

This was confirmed as Tuesday 16th February, at 6 p.m. and would be held remotely by Zoom. For the immediate future meetings would be held monthly, in the interests of the newly co-opted Councillors. The Clerk recommended that if meetings were held bi-monthly, in order to address the key annual decisions they should be held in January, March, May, June (solely to address the Annual Governance and Accountability Return), July, September, and November or December.

14. 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 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)

Frequency of Parish Council meetings

The meeting closed at 8.03 p.m.

Signed

Chairman

Date