

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 16th February 2021 at 6p.m.

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

In attendance: Cllr Barry Wood (Cherwell DC) to 6.15 p.m.; Cllr Carmen Griffiths (Oxfordshire CC) to 6.26 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 19th January 2021.</u></p> <p>The minutes of the meeting were approved with the following alteration proposed to Agenda Item 6 (Highways and road safety; footpaths): <i>Installation of “rumble strips”, Heyford Road approach to village north of Akeman Street entrance to Akeman Spinney.</i></p> <p>4. <u>Co-option to the Parish Council of Ms Jean Conway and Dr Briony Enser</u></p> <p>Cllr Richardson welcomed the new members and the Clerk counter-signed the Declaration of Acceptance of Office forms.</p> <p>5. <u>District & County Councillor Reports</u></p> <p>Cllr Richardson invited Cllr Wood to report. Cllr Wood congratulated the new members on their co-option. He outlined the current budget considerations at the District Council; income was reduced because of the impact of Covid-19, which among other things had affected receipt of some Council Tax and business rates. Also, the Government’s rearrangement of the business rates retention scheme was a financial blow. After a period in which Council Tax increases had been kept minimal there would now be an increase and so the benchmark Band D property rate would increase by the new maximum of 5% per year to compensate for these losses. The Council had therefore made internal savings. Cllr Wood encouraged the Parish Council to forward questions as needed, and to request his attendance at meetings if it would assist any matter. <i>Cllr Wood left the meeting at 6.15 p.m.</i></p> <p>Cllr Richardson invited Cllr Griffiths to report. Cllr Griffiths referred to Cllr Conway’s petition and address to the County the previous week, and urged all parishes to collaborate with regard to a 20 mph limit in villages; parish councils should contact her for assistance if needed. The flooding near the Sainsbury’s roundabout in Kidlington had reduced following clearance of gullies and identification of drainage options. The County Council had approved its Budget the previous week and wanted to reassure the public that climate change was still incorporated in its decisions; it was still hoped to achieve a net zero by 2030 across the County and District. Use of LED street lights was now at 29% and E-scooter trials would be undertaken in the Headington and Marston areas. Highways England had set up a new project to improve the A34 north and south of Oxford, and the County Council had launched a consultation on Oxfordshire’s draft transport blueprint. Parish Councillors hoped the A34 project would include consideration of the surrounding geography and road infrastructure, and recommended that the destination of vehicles in the area be taken into account if for example there was re-routing through villages because of blockages on the A34. Cllr Griffiths would forward the information on the A34 improvement project and the draft transport blueprint, which would show to what extent Parish Councils could comment on the processes. Cllr Richardson thanked Cllr Griffiths for her assistance with the County Councillor Priority Fund applications. <i>Cllr Griffiths left the meeting at 6.26 p.m.</i></p> <p>6. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>The third National Lockdown was in force until mid February (approx).</p> <p>Councillors noted advice from OALC that continuation of remote meetings after 7th May 2021 might require primary</p>	<p>RMP/ All</p>

<p>legislation; NALC and other bodies were lobbying Government in support. OALC had requested Parish Council feedback on remote meetings and the Clerk had submitted comments on behalf of the Council supporting continuation.</p> <p>Annual Lamb Ale weekend and Morris Festival (28th to 31st May): Kirtlington Morris' website advised a decision would be taken by the end of March. The Clerk suggested it was still too early to book Hebborn's funfair.</p> <p>Kite Festival (11th to 13th June): Cllr Richardson noted there was no change to the website at present.</p> <p>Village Fete (26th June): Cllr Conway advised the Committee was also considering the option of a virtual fete.</p>	
<p>7. <u>Highways and road safety; footpaths</u></p>	
<p><i>Place-making and traffic calming further to OCC Highways trial commenced June 2019:</i></p>	
<p>Updates and recommendations of Roads and Traffic Sub-Committee: no meeting had been held since the previous report. Cllr Buckingham-Fry was liaising with stakeholders about the location of the timber roadside planters. The School was willing to trial one but would not give feedback until after the next term. Cllr Conway reported on her submission of a petition on behalf of the campaign 20's Plenty for Oxfordshire to the County Council requesting clarification on how 20mph would be facilitated and rolled out across the county, which included questions on who at the County Council would direct such a scheme, would the County allocate a budget, and could parishes be grouped (for example those adjacent to the A4095). She hoped for a written response from Cllr Yvonne Constance in the next few days and would forward it. She asked if the Parish Council considered expenditure on 20 is Plenty features still worthwhile if in due course the limit might be mandatory. Councillors suggested that (for example) wheelie bin stickers were at low cost and could be of interim benefit and noted that the signs designed by the School were ready. The Council agreed to wait for the County Council's response to Cllr Conway's petition and further input from the Traffic sub-committee before further steps were taken.</p>	<p>KBF</p> <p>JC</p>
<p>Grant application to the County Councillor Priority Fund (deadline to commit expenditure by 31st March): the £750 grant for place-making (traffic calming) measures had been approved.</p>	
<p>Application for minor crown-lifting of Lime Trees on South Green (Town & Country): Cherwell DC had given permission.</p>	
<p><i>OCC Highways' verges maintenance, village footpath maintenance, village bridleways</i></p>	
<p>OCC agreement with KPC for delegation of grass cutting of wide verges (OCC to pay KPC £724 in April-May, for two cuts between May and November): Cllr Brock reported that the sum payable by OCC Highways would be unaffected by the area the Parish Council might choose to cut; also Mr Hawes was now too busy to take on this work, so she had asked Landscape Group Oxford to quote.</p>	<p>TB</p>
<p>Contractor's equipment left at Bletchington Road junction: Cllr Richardson had contacted OCC Highways following a complaint from a parishioner and would ask Highways for further information.</p>	<p>DMR</p>
<p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: Councillors noted that delivery vehicles (much increased in number because of Lockdown) and 4x4 vehicles parked here frequently now and the path had become waterlogged. Options which would allow a stabilisation of the surface were discussed, including the installation of small boulders to block vehicle access as used elsewhere at Mill Lane and North Green; it was resolved to contact Smiths about the possible supply of boulders.</p>	<p>KBF</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>Mowing contractor for Village Greens for 2021 season: Greenscape had confirmed the price per cut remained unchanged at £165. The Clerk would liaise with Cllrs Jenkins and Richardson about the date of the first cut.</p>	<p>RMP</p>
<p>Kirtlington Tree Project (Community Orchard in Gravel Pit field): Cllr Richardson reported the County Councillor Priority Fund grant of £1,750 had been approved, in addition to the Tree Council grant to the Committee of £1,445 which would be used for the formation of a communal area. Committee members had replanted and fenced the gaps in the south east corner of the field hedge (in due course the fencing could be removed).</p>	
<p>Chestnut, North Green (split at main union, 5 Day Notice to fell approved by Cherwell DC): Councillors approved the quotation from Town & Country at £150 plus VAT to fell and stump grind.</p>	

<p>KWACS Pond drainage improvement project: two quotations had been received for drainage works (pipe installation) to take pond overflow from 5 The Chestnuts to the Park. A third quotation was being sought. Advice received at the weekend was that these works could reasonably take place later in the year; the Clerk would establish if KWACS had informed the immediate neighbours of that possibility.</p>	RMP
<p>Updates as reported on any other asset non-maintenance matters: none.</p>	
<p>9. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>Cllr Richardson reported that the Committee was focussing on the internal repairs and insurance matters; he could forward any updates from Chairman Bob Wilkes if received.</p>	
<p>Sports field and football: Cllr Jenkins reported the field was still too wet to be rolled, but was not in use at present.</p>	
<p>Mowing contractor for Sports Field for 2021 season: Ady Podbery had quoted £88 plus VAT per cut starting late March through to mid October, supply and the application of Outfield Fertiliser to the main field at £330.00 plus VAT (early April for best results), and weed and feed with Selective Herbicide at £235.00 plus VAT (application late April early May). Noted: Cllrs Jenkins and Richardson were content as the cost increase from 2020 was minimal and so the Clerk had accepted the quotation.</p>	
<p>The Clerk would ask Mr Podbery if he undertook verge mowing, and liaise with Cllr Brock.</p>	RMP
<p>Replacement of timber Play House (Sports field Play Area): Cllr Jenkins had forwarded details of the timber “Meet House” (deluxe model with additional seating) from suppliers Home Front UK Ltd at £1,890.00 plus VAT including delivery. It was similar in appearance and scale to the original play house. The product had a 15-year timber guarantee, DIY installation would be relatively straight forward, but the supplier could install it if needed for an additional £425. Delivery would take around 4 weeks to be delivered from the point of order. Councillors referred to the previous expressions of support and offers to donate and resolved to confirm the order for the product only; it was agreed Councillors would install it. The Clerk would liaise with Robert Spencer about his offer to set up crowd-funding. The Council agreed in principle to contribute to the cost if donations from parishioners were below the sum needed.</p>	RMP
<p>10. <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>21/00369/F, Kirtlington Post Office Stores, application for change of use to residential: the Council noted that with regard to the earlier application (19/02888/F) it would not support or object. It was resolved that position should be maintained.</p>	
<p>The most recent edition of the Village News included mention by the Friends of Kirtlington Shop that they had submitted an application for change of use for a room at the Dashwood Hotel as the location of a Community Shop but at present no details of that application were available on Cherwell DC’s website planning pages.</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): the Inquiry commenced on 9th February 2021 and would run to 4th March (to include a week’s break).</p>	
<p>11. <u>Correspondence</u></p>	
<p>Mobile fish van: Mr Jack Evans of Fresh Grimsby Fish had telephoned to ask if a village pitch might be possible on Thursday afternoons from the first week of March and if so what location would the Parish Council recommend. It was resolved this would be acceptable; if he wished to use the Village Hall car park a fee of £20 per pitch would be payable to the Village Hall Committee, otherwise he should choose a suitable and safe roadside location but avoid the area at Pound Close.</p>	RMP
<p>Access to village Facebook page: Councillors noted a complaint about the moderation of this. It was agreed by all that while the Parish Council had a voice via this forum and supported free speech moderation of the page was not under the Council’s jurisdiction.</p>	

12. Finance

- (i) Monthly receipts & payments: there were no new payments for approval.

Annual review of the effectiveness of the system of internal control required before end of March: the Clerk would liaise with Cllrs Jenkins and Richardson so that a schedule could be presented for review at the next meeting.

Maintenance and repair tasks to be included in Draft Budget 2021-2021: the Clerk recommended a list be finalised by the end of April; Cllr Jenkins' initial list (3rd December 2020) would be re-circulated so that Councillors could add tasks to it; the Clerk would forward the Asset Inspection and Maintenance schedule to Cllrs Conway and Enser, along with the Tangible Assets list. Councillors noted a further a local contractor who might undertake maintenance work in addition to those mentioned previously.

RMP/
SJ/
DMR

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All

13. Date of the March 2021 meeting

This was confirmed as Tuesday 9th March, 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):

The national census would be held on Sunday 21st March, the Clerk would forward publicity material provided by OALC.

Agenda items for future meetings:

March: Annual review of the effectiveness of the system of internal control - consider the findings

March: Subject to covid-19 restrictions, consider date for Annual Parish meeting

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)

The meeting closed at 7.57 p.m.

Signed

Chairman

Date