

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held remotely (Zoom) Tuesday 9th March 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 Ian Corkin (Cherwell DC) to 6.33 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 16th February 2021.</u></p> <p>The minutes of the meeting were approved.</p>	
<p>4. <u>District & County Councillor Reports</u></p> <p>Cllr Richardson invited Cllr Corkin to report.</p> <p>Cllr Corkin referred to the recent PINS examination of the “Great Wolf” appeal and the District Council’s hopes that the appeal would be rejected. Heyford Park Masterplan: a liaison group was working with the District Council to consider the impact of the bus gate in the Middleton Stoney area. Impact of Covid-19 pandemic on budgets: this was easier to address at the County Council and the impact had been more severe for Cherwell DC and would necessitate review over the next few years. Recent flooding in Caulcott and outside Lower Heyford had shown that surface water near Heyford Park was not able to drain, which might compromise the Heyford Park development in that area. Cllr Conway referred to the Middleton Stoney bus gate proposal and its expected displacement of HGV’s via the A4095 and said Kirtlington would make further representations as it believed it was reasonable to request funding, as mitigation. Cllr Corkin referred again to the liaison group; the Clerk however had not received any comments on this topic from the Kirtlington reps on MCNP.</p> <p><i>Cllr Corkin left the meeting at 6.33 p.m.</i></p>	
<p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>The third National Lockdown was in still force; the Government’s roadmap for lifting lockdown had been announced on 22nd February.</p> <p>Councillors noted there was still no response from central Government to requests from local government bodies including NALC for clarity on the continuation of remote meetings after 7th May 2021.</p> <p>Annual Lamb Ale weekend and Morris Festival (28th to 31st May): there was still no confirmation from Kirtlington Morris as to whether this could take place so it was still too early to consider booking Hebborn’s funfair.</p> <p>Village Fete: Cllr Conway advised the Committee hoped this could be held on 17th July.</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></p> <p>Updates and recommendations of Roads and Traffic Sub-Committee: no meeting had been held since the previous report. Cllr Buckingham-Fry said it had been agreed that a timber roadside planter could be sited in the verge at Chequers (Heyford Road) and that the School had agreed to a two-week trial.</p>	

<p>Cllr Conway reported updates from the 20's Plenty for Oxfordshire campaign: she had obtained greater detail from the County Council on OCC's investigation of a 20 mph limit in built up areas including rural villages centres, and would now join other stakeholders in a strategic group. The £200,000 allocated by OCC was for a strategy and one location had already submitted a scheme costing several millions of pounds. She suggested therefore that Kirtlington pursue its plans for 20 is Plenty signage (such as the posters designed by the School children) and she would be asking other parishes to do this also. She would submit an article to the Village News asking parishioners to consider driving at 20 mph through the village and thereby create over time a social consensus.</p>	DMR /JC
<p>A parishioner had written to the Council to express concern about the potential installation of rumble strips near Akeman Spinney; Cllr Conway had corresponded to explain that the location would be some distance north of Akeman Spinney and this reassurance had been accepted.</p>	
<p>Community Speedwatch: Cllr Richardson reported there was now a new co-ordinator at Thames Valley Police (TVP). There could be no safe return to Community Speedwatch activity until the Covid-19 situation was sufficiently eased, as the TVP backing insurance would not be valid until then. It was agreed that Cllr Conway would take on liaison with TVP (PC Rob Webb and PC Lee Turnham) on this matter.</p>	
<p>OCC's Local Transport & Connectivity Plan <i>consultation</i> (to 28th March): further to Cllr Griffiths' (OCC) information on this, Councillors noted the importance of the long term implications of this plan and it was agreed the Traffic Sub-Committee should review it.</p>	
<p>Highways England's initial exploration for opportunities to improve the A34 (Cllr Griffiths had provided information on this also): Councillors agreed the Traffic Sub-Committee should review this also and that it was important to monitor this investigation.</p>	TB
<p><i>OCC Highways' verges maintenance, village footpath maintenance, village bridleways</i></p>	
<p>Delegation to KPC of OCC crass cutting of wide verges, OCC to pay KPC £724 in April-May, for two cuts between May and November: Cllr Brock had received a quotation of £440 plus VAT (2 men for 1 day) and was awaiting a second quotation. She hoped any agreed arrangement would provide a limited cut in the spring (fewer areas and thus allowing wildflower growth) and a harder cut in the autumn. Mr Podbery had advised he did not cut Highways verges.</p>	BE
<p>Contractor's equipment left at Bletchington Road junction: Cllr Richardson reported that following further liaison with OCC Highways the remaining equipment had been removed.</p>	
<p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: Cllr Enser had contacted potential suppliers of boulders to block vehicle access to the path and was hopeful that these could be supplied free of charge; a solution was needed for access for delivery and she was waiting for further information.</p>	
<p>Crowcastle Lane bridleway status and field access: Cllr Richardson noted that investigations indicated there was no act of adverse ownership; Cllr Conway would contact the County authorities for further advice with regard to the bridleway status.</p>	All
<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>	RMP
<p>Asset maintenance (Parish Council or community) – further suggestions for priority action: Cllr Jenkins had recommended (<i>see Finance, Item 11 (ii)</i>) a tour of inspection from 12th April and the Clerk would circulate a reminder towards the end of March. The overgrown state of the village footpaths was noted; this might be work for a Community Service team, or a contractor mowing the verges might also be able to clear the footpaths.</p>	
<p>Churchyard Extension project: Councillors approved payment of the fee of £231 for the Listed Building planning application and the Change of Use planning application to be submitted by V Revd Wilkes. The Clerk would liaise with V Revd Wilkes as to the method of payment.</p>	
<p>Village Greens mowing contract: Greenscape had carried out the first cut of the season that afternoon.</p>	
<p>Chestnut, North Green (felled); Lime Trees on South Green (minimal crown lifting): the work had been completed on 2nd March.</p>	2
<p>KWACS Pond drainage improvement project (new run of pipes from Pond through private land): a third quotation had been received, which was favoured. KWACS was submitting a grant application for the pipe installation and TOE</p>	

had confirmed its grant for the Pond dredging had been extended to end March 2022. It was not known how much OCC Highways might contribute. **The Council resolved** to donate up to £2,000 from its reserves to the pipe installation cost subject to the result of the grant application and other donations which might be forthcoming.

Updates as reported on any other asset non-maintenance matters: none.

8. Village Hall, Sports Field and Play Areas

Cllr Richardson reported the Village Hall internal repairs were continuing and the Committee hoped to re-open the Hall by 21st June (in accordance with the Lockdown roadmap).

Sports field and football: Cllr Jenkins reported the Toro cutter deck was being repaired Turney's.

Churchyard mowing: Mrs Mowat had asked if Cllr Jenkins might be able to do this again this season; Cllr Jenkins confirmed he could do it but suggested it might be one of the maintenance jobs for a contractor for the longer term.

Replacement of timber Play House (Sports field Play Area): the Home Front UK Ltd order had been confirmed and the Clerk had requested a deposit invoice (part payment of the full cost of £1,890 plus VAT). The Council noted its special thanks to Mr Robert Spencer for setting up a GoFundMe page which had raised £1,630. £1,572.66 was due to the Council (GoFundMe to deduct a fee of £57.34). £330 in cheque donations had also been received, therefore the ex VAT sum was covered. The Clerk hoped it would be possible for the Council to thank the donors personally. The Clerk would ask Home Front if additional installation instructions were available. Cllrs Richardson, Buckingham-Fry and Jenkins confirmed they would form the installation team.

9. Planning

(i) Mid-Cherwell Neighbourhood Plan: no updates to report.

(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.

21/00369/F, Kirtlington Post Office Stores, application for change of use to residential: the Cherwell DC Case Officer had extended the deadline for submission of comments to 22nd March. Councillors noted that parishioners had submitted many comments to Cherwell DC's Planning Department, mostly in support. In the light of this the Planning Sub-committee had forwarded to Councillors a summary of the material planning considerations. **Councillors resolved** further review of this information was needed and unless there was full consensus an additional remote meeting should be convened, to decide whether to support or object to the application or to not comment.

It was noted that the Bletchington Co-Op had no plans to provide a Post Office; Councillors had also learned after the meeting on 16th February that the Friends of Kirtlington Shop had concluded that a Community Shop based at the Dashwood Hotel was not a viable project.

(iii) Other:

Government launch & publication of Oxford-Cambridge Arc Spatial Framework; first engagement with public and local partners from spring 2021. Ms Marsh and Dr Macbeth (as Kirtlington reps for MCNP Forum) and Councillors noted that it was important to monitor proposals here.

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 had closed on 4th March and the PINS determination might be issued in mid-May.

10. Correspondence

Parishioner concern that high number of visitors from outside parish is degrading village amenities e.g. Quarry and Park: Councillors agreed this was a difficult matter but noted that it was not possible to prevent visitors from outside the Parish. The additional number of vehicles parking in Mill Lane was agreed to be a problem; it was suggested Councillors investigate long term measures for limiting parking here: Cllr Brock would liaise with Sustainable Kirtlington about the potential for tree-planting. Councillors queried also whether use of the Village Hall Car Park could be managed differently.

Village News request for leaflet on parish council role, for inclusion in a next edition: Councillors agreed text should be submitted for the mid-May deadline.

RMP

RMP/
All

The Council noted its special thanks to the Village News team for providing a commemorative plaque to be placed alongside the Oak tree in the Village Hall Car Park verge, in memory of Lt Colonel Shellard.

Mobile fish van: KVHMC had agreed a rate of £10 per pitch but Mrs Harvey (KVHMC) reported that Fresh Grimsby Fish now had pitches organised elsewhere. Councillors agreed they were happy for KVHMC to take forward any other requests for a mobile fish van if received.

11. Finance

(i) Monthly receipts & payments: the Council **approved the proposed payments** (schedule as presented to the meeting, to be attached to the approved Minutes) with the addition of £165 to Greenscape Inspires for the first Greens mowing on 9th March, and the payment to Sustainable Kirtlington of the full sum (£1,750) of the OCC Priority Fund grant for the Orchard Project fencing.

(ii) Annual review of the effectiveness of the system of internal control: Cllr Jenkins and the Clerk had met remotely to review the schedule (as previously this followed the template provided by external auditors, Moore). The schedule as reviewed had been circulated to Councillors. Cllr Jenkins considered the schedule was still suitable for the Council's purposes and had suggested two changes, included in the schedule as circulated: that the annual tour of inspection (normally over the summer period) should start as soon as the Covid roadmap allowed, i.e. from 12th April, and that it should include the ongoing risk of Covid-19 to Council members. **Councillors resolved** to accept the review findings and recommendations.

(iii) Cherwell DC's report on member remuneration (allowances), as circulated: **the Council resolved** that as previously, members would decline allowances.

12. Date of the April 2021 meeting

This was confirmed as Tuesday 13th April, at 6 p.m. and would be held remotely by Zoom.

Date of the Annual Parish meeting: OALC was still unable to advise whether this could be held remotely; another factor was the availability of the Village Hall.

13. Councillors' reports and items for future agendas

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

A parishioner had written to offer an oak bench for a public location; the Clerk would ask for dimensions and photos and for suggestions for a location.

Agenda items for future meetings:

April: 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/regs and Sub-Cttee membership (no Annual Council element to May 2020 KPC because of Covid-19 legislation)

The meeting closed at 8.20 p.m.

Signed D.M.RICHARDSON

Chairman

Date 4 MAY 2021

RMP