

KIRTLINGTON PARISH COUNCIL
Minutes of the Annual Council Meeting
held remotely (Zoom) on Tuesday 4th May 2021 at 6p.m.

Present: Ms Trudy Brock, Mrs K Buckingham-Fry, Ms Jean Conway, Dr Briony Enser, S Jenkins (from 7.06 p.m.), Mrs R Powles (Clerk), D Richardson (elected as Chairman)

In attendance: Cllr Carmen Griffiths (Oxfordshire CC) to 6.21 p.m.

	Action																				
<p>1. <u>Election of Chairman and Deputy Chair</u></p> <p>The Clerk requested nominations for the post of Chairman for the year. Cllr Buckingham-Fry proposed that Cllr Richardson be elected Chairman and Cllr Enser seconded the proposal; Cllr Richardson was duly elected.</p> <p>Cllr Richardson proposed that Cllr Buckingham-Fry be elected Deputy Chair for the year and Cllr Enser seconded the proposal; Cllr Buckingham Fry was duly elected.</p> <p>2. <u>Apologies</u></p> <p><i>Cllr Jenkins was unable to join the meeting until 7.06 p.m.</i></p> <p>3. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p> <p>Cllr Richardson invited Cllr Griffiths to report on County matters:</p> <p>Central Oxford – Walton Street would re-open after 18 months’ closure. Kidlington area and Traveller issues – changes to tighten legislation were being considered. The CPRE was circulating a briefing on The Oxfordshire Plan 2050 to encourage public engagement with the consultation process. Flooding issues, and planned Highways work: Cllr Griffiths would forward contact details for OCC Highways.</p> <p>Cllr Conway asked if Cllr Griffiths could cast any light on OCC Highways’ apparent position that rural parishes should fund any 20 mph pilot test projects themselves (the OCC motion in support of 20 mph limits in built-up areas notwithstanding); Cllr Griffiths said Kirtlington was deserving of support in its attempts to mitigate the effects of the heavy through traffic and recommended persistence, and contact with her County Council successor.</p> <p>Cllr Richardson thanked Cllr Griffiths for her active support of the Parish Council over the past four years.</p> <p><i>Cllr Griffiths left the meeting at 6.21 p.m.</i></p> <p>4. <u>Parish Council Sub-Committees</u></p> <p>Finance Cllrs Jenkins and Richardson confirmed as continuing in this role.</p> <p>Planning Ms Marsh and Mr Kurgo confirmed as continuing in this role; Cllr Jenkins to retire from this role.</p> <p>5. <u>Parish Council Representatives and other roles</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;">Footpaths</td> <td style="padding: 5px;">Cllr Brock</td> </tr> <tr> <td style="padding: 5px;">MCNP Forum reps</td> <td style="padding: 5px;">Dr Macbeth, Ms Marsh</td> </tr> <tr> <td style="padding: 5px;">Police Liaison</td> <td style="padding: 5px;">Cllr Richardson</td> </tr> <tr> <td style="padding: 5px;">Play Area/Sports field</td> <td style="padding: 5px;">Cllr Jenkins (tbc: contractor to undertake maintenance aspects)</td> </tr> <tr> <td style="padding: 5px;">Public Transport</td> <td style="padding: 5px;">Dr Macbeth</td> </tr> <tr> <td style="padding: 5px;">Village Facebook</td> <td style="padding: 5px;">Cllr Buckingham-Fry</td> </tr> <tr> <td style="padding: 5px;">Website technical support</td> <td style="padding: 5px;">Alex Charlesworth</td> </tr> <tr> <td style="padding: 5px;">Airport Liaison</td> <td style="padding: 5px;">Cllr Richardson</td> </tr> <tr> <td style="padding: 5px;">Fuel and Wicker Trust (the “Kirtlington Charities”)</td> <td style="padding: 5px;">Sam Eeley – confirmed as the Council’s nominated Trustee</td> </tr> <tr> <td style="padding: 5px;">School Endowment Trust</td> <td style="padding: 5px;">Sam Eeley, Dr Grimshaw – confirmed as the Council’s appointed Trustees</td> </tr> </table>	Footpaths	Cllr Brock	MCNP Forum reps	Dr Macbeth, Ms Marsh	Police Liaison	Cllr Richardson	Play Area/Sports field	Cllr Jenkins (tbc: contractor to undertake maintenance aspects)	Public Transport	Dr Macbeth	Village Facebook	Cllr Buckingham-Fry	Website technical support	Alex Charlesworth	Airport Liaison	Cllr Richardson	Fuel and Wicker Trust (the “Kirtlington Charities”)	Sam Eeley – confirmed as the Council’s nominated Trustee	School Endowment Trust	Sam Eeley, Dr Grimshaw – confirmed as the Council’s appointed Trustees	
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<p>Planning Sub-Committee: Cllr Enser might consider this role. Cllr Conway currently had other commitments.</p> <p>Cllr Enser offered to represent the Council in support of environmental and related matters; resolved: Cllr Enser would take on a new role of Environment rep, and would contact Mr Chris Mason and Mrs Celia Hawkesworth.</p> <p>Assets and maintenance: the Clerk would forward the current Asset and Maintenance schedule to Cllr Enser for review.</p> <p>Community Speedwatch; resolved: this fell within the remit of the Traffic Sub-Committee.</p> <p>6. <u>Approval of the Minutes of the meetings held remotely on 9th and 19th March 2021.</u></p> <p>The minutes of the meeting were approved.</p> <p>Cancellation of the Parish Council meeting of 13th April 2021: the Council noted the period of national mourning (9th to 17th April) following the death of Prince Philip on 9th April 2021; on 12th April OALC had advised that the period of mourning triggered the provisions of sec. 243 of the Local Government Act 1972 by which the days of mourning should be excluded from the calculation of the timescales for the publication of meetings; the meeting notice published on 8th April was therefore invalid.</p> <p>7. <u>District & County Councillor Reports</u></p> <p>The Council noted that Cllr James Macnamara (Cherwell DC, Fringford and Heyfords ward) was retiring after many years of service and so would not stand at the elections on 6th May.</p> <p>8. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>Local Council remote meetings: the Council noted the High Court’s dismissal of the legal challenge brought by the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) which sought a Court Declaration that local councils may continue to meet remotely from 7th May 2021.</p> <p>Parish Council meeting, June 2021: Councillors reported the Village Hall (Main Hall) repairs might not be complete in time for a meeting on 8th June. Social distancing measures were in place for use of the Hazel Room for the Local Elections on 6th May but the Hazel Room was too small to provide Covid-safe distance between all members of the Parish Council, the Clerk and members of the public.</p> <p>Annual Lamb Ale weekend and Morris Festival (28th to 31st May): Councillors noted both events were cancelled and agreed Hebborn’s funfair should not be booked this year.</p> <p>Village Fete: Cllr Conway advised the Committee still hoped this could be held on 17th July. Chairman Tony Brett had written to ask the Council for an opinion on a suggested one-way access/exit route round South Green; Councillors agreed this was sensible and the Clerk would reply to Mr Brett.</p> <p>9. <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:</p> <p>Cllr Conway reported on recent work: Mr Prior was working with Colin Davis (a former associate of Ben Hamilton Baillie) on possible low-cost proposals for traffic calming, with a view to formulating a pilot test scheme for Kirtlington; she would advise of progress. With regard to the strategy group at OCC of which she was a member and the need for parishes to fund such schemes themselves, she confirmed it seemed that OCC was inflexible on this point.</p> <p>“20 is Plenty” wheelie bin stickers: these were being distributed to households by Cllr Conway and Dr Macbeth; timber roadside planters: two planters would be constructed in the next day or so, at the School and near Park Close.</p> <p>Cllr Buckingham-Fry had heard from Joseph Kay (OCC Highways local transport review team), and had confirmed that Kirtlington wanted to be part of any trials that were being considered.</p> <p>Colour Block repainting of School Railings, as part of place-making: Councillors supported this suggestion and Cllr Richardson would liaise with Mrs Wilkes (a member of School Governing Body). It was suggested it would be preferable if the School were able to raise the funds, rather than the Council.</p>	<p>BE</p> <p>RP/ BE</p> <p>RP</p>
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<p>South Green fingerposts (to Church, Village Hall and Car Park), Fitzpatrick Woolmer estimate for replacement recycled plastic fingerpost (with two arms each with single line of text on both sides) opposite the Dashwood at £464.40 incl VAT and delivery: Councillors resolved to accept this cost. The location and state of repair of the two other fingerposts was noted – at Manor House the two-arm post now had one arm only but the missing “Church” arm had been kept and could be refitted easily; opposite West House an arm was missing but the “Church” arm remained. Cllr Richardson would check these two fingerposts to assess whether additional (new) sections might be useful.</p>	DMR
<p><i>Cllr Jenkins joined the meeting at 7.06 p.m.</i></p>	
<p>Paved footpath from Gossway Fields or New Barn across fields to the Bletchingdon Co-Op: Councillors discussed whether to support such an initiative and concluded the scale and cost of the project would be significant and so as it was already possible to reach the Co-Op on foot the Council resolved it would not pursue the matter.</p>	JC
<p>Community Speedwatch: Cllr Conway reported that a pilot test was being carried out in Buckinghamshire. She hoped to get an indication soon of a training date for village volunteers.</p>	
<p><i>OCC Highways’ verges maintenance, village footpath maintenance, village bridleways</i></p>	TB
<p>Delegation to KPC of OCC grass cutting of wide verges (OCC to pay KPC £724 in April-May, for two cuts between May and November) and appointment of The Landscape Group Company for this work: Cllr Brock had circulated details of the TLGC quotation, which offered two men for a half day at £270 or two men for a full day at £450. Cllr Brock hoped that the appointment would allow the areas and the timing of the cuts to be selected to improve visibility for drivers, improve the natural habitat and assist traffic calming. Councillors resolved to accept the quotation; Cllr Brock would confirm the arrangements with TLGC.</p>	
<p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: supplier’s photos of boulders to block vehicle access here would be circulated – resolved: subject to Council members agreeing the boulders looked acceptable that Councillors and volunteers would put the stones in place.</p>	TB
<p>Crowcastle Lane bridleway status and field access (gate barring pedestrian access to area by field entrance south of Stud): the County authorities had informed the field owner of the legal position but had not stipulated the removal of the gate; the details would be forwarded to the Council.</p>	
<p>Pigeon Lock signage to village centre, potential for review: a parishioner had suggested the signage should be changed because it included the Shop. The outcome of the Shop’s planning application was not yet known, but Cllr Brock would contact Oxfordshire CC to clarify what responsibility OCC might have here.</p>	DMR
<p>10. <u>Parish Council Assets (maintenance)</u></p>	
<p><i>Key maintenance tasks including arboriculture (Sports Field and Play Area – see next Item)</i></p>	RP/ BE
<p>Asset maintenance (Parish Council or community), priority action list: Cllr Enser suggested a list could be drawn up from the Schedule (see Item 5 above) and inspection tours then planned; the Clerk would forward the Maintenance Schedule.</p>	
<p>Churchyard Extension project: the planning and change of use fees had been paid. Cllr Richardson was assisting V Revd Wilkes with the design/construction details of the wall now required by Cherwell DC.</p>	DMR
<p>Kirtlington Tree Project (Community Orchard in Gravel Pit field): Mrs Hawkesworth had offered a contribution from Sustainable Kirtlington to the flail mowing costs (<i>not yet booked for this season</i>).</p>	
<p>KWACS Pond drainage improvement project (new run of pipes from Pond through private land): KWACS had obtained grant offers totalling £9,500 from the River and Wetlands Community Day Grant scheme and OCC Highways, and expected VAT saving on the Park section, leaving a shortfall of £1,825 including £500 contingency. Councillors resolved to donate between £1,325 and £1,825 depending on the progress of the work and whether the contingency was needed. If the contingency was not needed the £500 could be held back in case of overrun on the main pond works.</p>	DMR
<p>Other asset non-maintenance matters: driveway access to side of 1 The Green from South Green to garage at rear of Cottage on the Green, leading to the School: the Clerk had received confirmation that Mrs Nicholson and Mrs Tylor owned this path but did not have a duty to maintain it. Mrs Nicholson had informed the owner of Cottage on the Green of this and had requested sight of Cottage on the Green proposals for re-landscaping the driveway.</p>	

<p>11. <u>Village Hall, Sports Field and Play Areas</u></p>	<p>RP/ KBF</p>
<p>Cllr Richardson reported the Village Hall internal repairs were continuing but an over-run could not be ruled out, which would delay the re-opening.</p>	
<p>Damage by Village Hall contractor’s van to resident’s front driveway wall (Honeoye) adjacent to Car Park, 27th April: Mrs Mowat hoped the Council would consider steps to reduce vehicle speed at the exit/entrance to the Car Park. Resolved: the Clerk would forward details of the accident to Councillors and the matter would be discussed further at a later meeting.</p>	
<p>Sports field mowing and outfield maintenance: Cllr Jenkins confirmed mowing had commenced and weed and feed would take place soon. The Clerk would liaise with Cllr Buckingham-Fry so that a Facebook post could warn of this and recommend that residents look out for the signs which Mr Podbery would place at the field entrance points.</p>	<p>KBF</p>
<p>Bletchington Concert Band request to practice on Terrace, Tuesday nights in June from 7:45 p.m. -8:45 p.m. and in July from 7:45 p.m. to 9:15 p.m.: resolved: Cllr Buckingham-Fry would contact Mrs Allison to request the sessions stop sooner during school term time.</p>	<p>RP</p>
<p>Arboricultural intervention/felling of gale-damaged Leylandii (gales in early March), Sports field adj Cornbrash boundary, also removal of damaged and recumbent Laburnum, North Green: resolved: the Clerk would obtain quotes for the work to the Leylandii, but the Laburnum did not need to be removed.</p>	<p>RP</p>
<p>Replacement timber Play House (Sports field Play Area): this had been installed over the weekend of 1st/2nd May (Cllrs Buckingham-Fry, Jenkins and Richardson). Resolved: the Clerk would contact the suppliers to request three additional planks to form side rails.</p>	<p>RP</p>
<p>12. <u>Planning</u></p>	
<p>(i) Mid-Cherwell Neighbourhood Plan: following the MCNP Forum meeting on 14th April Dr Macbeth and Ms Marsh requested that the Council write to Andrew Lewis, Cherwell DC Planning Department Case Officer for the Heyford Park “Masterplan” application (18/000825/HYBRID), asking for details of the permission conditions and information on progress in the setting up of the traffic working group. Resolved: the Clerk would liaise with Dr Macbeth and Ms Marsh in drawing up the letter, which should be copied to MCNP Forum Chairman, Martin Lipson.</p>	<p>RP</p>
<p>(ii) Monthly planning application schedule (new application details since the previous meeting): Councillors noted the report and there were no comments 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 determination was delayed.</p>	
<p>(iii) Other:</p>	
<p>2 Sylvan Cottages request for the Parish Council’s view of proposal to repaint the external timbers white (5 properties built in a similar style, external woodwork and fascias all brown): the Council noted that these properties were outside the Conservation Area boundary, and that neighbours and CDC’s Planning Dept had no objections. The Parish Council’s Planning Sub-committee had seen no reason to object and the Clerk had informed the resident.</p>	
<p>13. <u>Correspondence</u></p>	
<p>BT Openreach: Weston on the Green Parish Council had contacted some Kirtlington residents on the Bletchington Exchange about the option of linking up. The Clerk would contact Mr Charlesworth (one of the residents contacted by Weston on the Green) for further information.</p>	<p>RP</p>
<p>Bus stop Oxford Road northbound, parishioner concern about car parking. Councillors noted that this layby was originally formed to provide parking for Oxford Road residents, not a bus stop, and several properties to the rear of Oxford road had no car parking provision.</p>	
<p>14. <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>	

(ii) Annual Governance and Accountability Return (AGAR) 2020-2021: **confirmed:** the Clerk to be the Responsible Finance Officer (RFO) for preparation of the AGAR.

15. Date of the June 2021 meeting

This was confirmed as Tuesday 8th June, at 6 p.m. and would be held remotely by Zoom.

Annual Parish Meeting, OALC briefing of 4th April 2021: the Annual Parish Meeting is not obligatory in 2021 but if held it must be before 1st June; **resolved:** in the light of the above the Parish Council would not convene the Annual Parish Meeting in 2021.

16. Councillors' reports and items for future agendas

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

Village News request for leaflet on parish council role, for inclusion in a next edition: the Clerk would liaise with Councillors on a text for submission by 20th May.

Mobile fish van requests to trade in Village Hall Car Park: Mrs Harvey (KVHMC Treasurer) had advised that she had heard from a second potential vendor but it seemed unlikely that a booking would be confirmed.

Agenda items for future meetings:

June: Annual Governance and Accountability Return (AGAR) 2020-2021 to be approved (deadline 30th June)

June/late: safety v/v traffic speed at entry / exit Village Hall Car Park

June/late: Pigeon Lock signage to village centre

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

Ongoing: Parish Council assets – monitoring and maintenance

The meeting closed at 8.23 p.m.

Signed D.M.RICHARDSON

Chairman

Date 8 JUNE 2021

All