

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 8<sup>th</sup> June 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 Nigel Simpson (Oxfordshire CC, present to end of meeting), Mr Kevin Allison (to 6.47 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>Cllr Richardson welcomed Cllr Simpson to the meeting and invited him to report on County matters. Cllr Simpson referred to his previous roles as a District Councillor and as Chair of Kidlington Parish Council, and he was currently a member of Gosford and Water Eaton Parish Council. The new County Council was taking shape following the May elections. He understood the common wish of many local parishes to limit traffic speeds and would support a 20 mph limit through Kirtlington, and hoped to discuss the 20 is Plenty initiative further with Cllr Conway. On wider matters he mentioned the Boundary Commission’s review of Parliamentary constituency boundaries which would see Kirtlington potentially in a new Bicester constituency and no longer associated with Henley; he would meet some local MP’s soon and forward updates. Parish Councillors asked to be kept informed of what next steps might be possible in the wake of the PINs determination of the “Great Wolf” appeal.</p> <p>Cllr Richardson invited Mr Allison (Chair of Governors, Kirtlington CE Primary School) to speak; Mr Allison gave the following report:</p> <p><i>Mr Allison had taken on the role of the Chair at the end of March. He hoped links with the Parish Council could be strengthened, particularly as the School was at the heart of the village’s community.</i></p> <p><i>The governors and staff remained ambitious for the school and enthusiastic in wanting to sustain and build upon the high standards already achieved. A key part of the vision was increasing pupil numbers and returning to a four class structure. It was noted that recruitment and retention was key to this, and the need to recruit from outside the village as some new families faced challenges in moving to the village due to house prices and no new housing developments.</i></p> <p><i>The Covid-19 pandemic had been a challenge for the pupils, staff and parents, and had had a negative impact on fundraising. The recent “Thank you” display on the School railings recognised the great staff at the School and the important role the School played in the community. He would welcome being able to work with the Parish Council; also he supported the traffic calming initiatives and so for example if more of the School railings were to be re-painted it would be helpful to know what proportion of the cost might be covered by the Council so that the School could consider paying the difference. The School was looking ahead to planning further events and with this in mind might look to try and contact alumni in the coming year.</i></p> <p>Councillors discussed aspects of the report with Mr Allison and thanked him; Mr Allison left the meeting at 6.47 p.m.</p> <p>3. <u>Approval of the Minutes of the meetings held remotely on 4<sup>th</sup> May 2021</u></p> <p>The minutes of the meeting were approved.</p> <p>4. <u>District &amp; County Councillor Reports</u></p> <p>The results of the Local Elections held on 6<sup>th</sup> May 2021 were noted:  Nigel Simpson elected as Oxfordshire CC Councillor for Kirtlington &amp; Kidlington North, replacing Carmen Griffiths;  Patrick Clarke elected as Cherwell DC Councillor for Fringford &amp; Heyfords , replacing James Macnamara;  Oxfordshire County Council: the Lib Dems, Labour and the Greens had formed a coalition to form the new administration;  District Councillor Ian Corkin re-elected to OCC (to 2025) and retained his position as OCC Cabinet Member for Council Business &amp; Partnerships.</p>	<p style="text-align: center;">All</p>

<p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>Village Fete: Cllr Conway advised the Committee still hoped this could be held on 17<sup>th</sup> July.</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 following the meeting of 3<sup>rd</sup> June:</p> <p>South Green fingerposts (to Church, Village Hall and Car Park), Shelley Signs quotation for replacement recycled plastic fingerpost (with two arms each with single line of text on both sides) opposite the Dashwood at £426 including VAT and delivery: <b>Councillors resolved</b> to confirm this order. Fingerpost at Manor House: the Clerk confirmed the missing “Church” arm had been kept and could be refitted easily; fingerpost with “Church” arm only, opposite West House, missing arm: Councillors suggested a replacement arm was a low priority.</p> <p>Place making and traffic calming: Cllrs Buckingham-Fry and Conway outlined current Sub-Committee discussion of the proposals for a potential sequence through the village (A4095) of small-scale build-outs of the verge which would allow two cars to pass each other but the reduced lane width would make it difficult for two lorries to do so. The intention was that traffic flow through the village would continue but at a lower speed. Cllrs Buckingham-Fry and Conway asked the Council whether (given there was a limited ringfenced sum available) expenditure should be incurred on a trial (pilot) scheme or on an agreed scheme, i.e. one which it was hoped would have overall community support. With regard to community support the Sub-Committee hoped to be able to present its traffic calming proposals to the village at the end of September. Cllrs Richardson and Jenkins said no steps should be taken until formal approval was received from the County’s Highways personnel, also, OCC Highways should install any agreed build-outs or alterations. Cllr Conway advised that much depended on the County Council’s 20 mph Steering Group’s first meeting, which had not yet been scheduled. <b>Resolved:</b> approval by OCC Highways of an agreed design should be obtained before the Parish Council considered any expenditure.</p> <p>Roadside timber planters: Cllr Buckingham-Fry was awaiting a response from a household near Park Close, and if that was favourable the planters would be filled.</p> <p>Community Speedwatch: Cllr Conway confirmed a training session had been held (26<sup>th</sup> May). The Clerk would check the Council’s insurance cover provisions for the Speed Indicator Device if this was kept on private domestic premises by a non-Council member.</p> <p><i>OCC Highways’ verges maintenance, village footpath maintenance, village bridleways</i></p> <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 confirmed the appointment and was pressing for confirmation of a date.</p> <p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: boulders had been placed to prevent vehicle access as agreed at the previous meeting. A complaint had been made and the boulders had been moved so that they no longer blocked vehicle access. Councillors noted that the route of the bridleway to the east of the Pound (as established by OCC’s definitive rights of way maps 2006) might differ from a previous, accepted, route for the bridleway on the west side. <b>It was resolved</b> there should be further liaison with the parishioner.</p> <p>Pigeon Lock signage to village centre, potential for review: Cllr Brock had contacted Oxfordshire CC for clarification of OCC’s responsibility in this matter and was waiting for a reply.</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>Inspection of assets (Parish Council or community): Cllr Buckingham-Fry offered to contact Mr Sadler.</p> <p>Churchyard Extension project: there were no updates to report.</p> <p>Kirtlington Tree Project (Community Orchard in Gravel Pit field): Cllr Enser received occasional informal comment from Committee members but at present there were no updates to report.</p>	<p>KBF</p> <p>KBF</p> <p>RP</p> <p>TB</p> <p>BE/ RP</p> <p>SJ</p> <p>TB</p>
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<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>Councillors discussed the question of charges for use of the field raised by the Village Hall Bookings Clerk, specifically with regard to Barry Grinham’s fitness classes and private personal trainers. Councillors noted it would be difficult to monitor and therefore charge for use by personal trainers. It was suggested for fairness that a donation be requested towards the field upkeep, from any group over three.</p> <p>(As reported to the meeting held on 4<sup>th</sup> May) - damage by Village Hall contractor’s van to a resident’s front driveway wall (Honeoye) adjacent to Car Park, 27<sup>th</sup> April: Councillors suggested it was difficult to know what effective speed control could be put in place but could consult Mr Prior for advice.</p> <p>Noted: the RoSPA Play Safety annual safety inspections of Sports field and Roman Close Play Areas were confirmed for July (date not known), also RoSPA Play Safety’s fees this year for Non Commercial Play Areas at £68.50 + VAT per play area and any additional items over five per play area at £3.50 + VAT per additional item.</p> <p>Roman Close Play Area timber fencing: Cllr Brock reported a resident’s suggestion that this be removed or replaced and she could obtain quotations for the work; the Clerk would check the area included in the Parish Council’s freehold title and liaise with Cllr Brock.</p> <p>Sports field mowing and outfield maintenance: Cllr Jenkins queried which grassed areas at the Village Hall car park were mown by Greenscape Inspires and suggested more could be done here; the Clerk would forward the Greenscape Inspires contact details.</p> <p>Footpaths and other maintenance: Cllr Brock referred to previous Community Service team work on the footpaths adjacent to the sports field; the Clerk would forward Cllr Corkin’s recent email on Community Service (Community Payback) work. Other maintenance, <b>resolved</b>: Cllr Jenkins would contact Jake Williams to establish his rates.</p> <p>Parishioner offers of benches for sports field: as two extra benches might not be needed here the Clerk asked if a meeting between Cllr Jenkins and one of the donors to discuss locations might be helpful.</p> <p>Noted as confirmed: Bletchington Concert Band practice sessions on Village Hall Terrace, Tuesday evenings in June and July.</p> <p>Arboricultural intervention/felling of gale-damaged Leylandii (gales in early March), Sports field adj Cornbrash boundary: the Clerk advised a 5 Day Notice was needed and she had yet to obtain quotes for the work.</p> <p>Replacement timber Play House (Sports field Play Area): the suppliers Home Front were able to supply additional planks to form three side rails; Cllr Richardson confirmed he could counterbore blank timbers as needed.</p>	<p>TB/ RP</p> <p>SJ</p> <p>RP SJ</p> <p>RP</p> <p>RP</p> <p>RP</p>
<p>9. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan: 18-00825-HYBRID (Heyford Park), noted: Cllr Richardson had written (copied to Martin Lipson, MCNP Forum Chairman) on 14<sup>th</sup> May to Andrew Lewis, the Cherwell DC Planning Dept Case Officer, requesting details of progress since the granting of permission on 5<sup>th</sup> November 2021 with reference to Planning Conditions and the establishment of a monitoring group (traffic impact). To date no response had been received but Mr Lewis was now corresponding with Mr Lipson about the establishment of a monitoring group.</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: determination still delayed.</p> <p>(iii) Other:</p> <p>Parish Council-owned land, speculative approaches from property developers (in this instance received by Cllr Richardson in connection with the Gravel Pit field): with reference also to comments from the Planning Sub-committee, <b>resolved</b>: the Council did not wish to pursue development at this site and Cllr Richardson would respond accordingly.</p> <p>19/02550/F (“Great Wolf”), PINS Case number APP/C3105/W/20/3259189: the Council noted the PINS decision of 11<sup>th</sup> May 2021, allowing the appeal, and its support of Dr Macbeth’s letter to John Howell MP, cc Victoria Prentice MP, expressing grave concern at the PINS decision. <b>Resolved</b>: the Council would also write to the local Members of Parliament.</p>	<p>DMR</p> <p>DMR</p>

Oxfordshire Rail Freight Interchange site near Ardley, at east of Heyford Park: Cllr Corkin and Victoria Prentice MP had forwarded information about this potential development, and Cllr Simpson had forwarded the promoter's briefing document on 2<sup>nd</sup> June. As a Nationally Significant Infrastructure Project, Oxfordshire County and Cherwell District Councils (but not Parish Councils) would be consultees and the final decision would be taken by the Secretary of State for Transport following a report from the Planning Inspectorate. Noted: Cllr Corkin had encouraged Parish Councils to inform District and County Council representatives of their views, so that these could be fed into the consultation process.

10. Correspondence

BT Openreach: Weston on the Green Parish Council letter to some Kirtlington residents on the Bletchington Exchange about the option of linking up; the Clerk had received no further information.

11. Finance

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

The Clerk presented the Cashbook Receipts and Payments summary 2020-21 including notes on the Ringfenced sums and Target Reserves, the Receipts and Payments summary being the basis for the calculations for the Annual Accounting Statements (AGAR Section 2). This and the AGAR documentation to be addressed by the Council had been published on the village website.

(ii) Annual Governance and Accountability Return (AGAR) 2020-2021:

The Council **received** and noted the Annual Internal Audit Report.

The Clerk summarised additional comments from the Internal Auditor, Steven Rice: Mr Rice suggested that tenders were sought for future mowing contracts, and had queried the large cash at bank sum. The Clerk noted it should be possible to obtain mowing quotations from other companies before the 2022 season (such as The Landscape Group Company and a firm used by Bletchington Parish Council). With regard to unspent Ringfenced sums, the Covid-19 pandemic had delayed those projects (Graveyard extension; traffic calming). The Clerk suggested the Target Reserve sums should be examined further ahead of the 2022-23 Budget, taking into account potential future outlay of large sums on major projects such as re-tarmacking the South Green tracks, or a new surface at the Roman Close Play Area.

The Council considered and **approved** the Annual Governance Statement (AGAR Section 1).

The Council considered and **approved** the Annual Accounting Statements (AGAR Section 2).

12. Date of the July 2021 meeting

This was confirmed as Tuesday 13<sup>th</sup> July, at 6 p.m.

13. Councillors' reports and items for future agendas

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

“Sounds in the Grounds” concerts, advertised as 13<sup>th</sup> to 15<sup>th</sup> August, Kirtlington Polo Club: the Clerk had contacted Cherwell DC Licensing team for further information.

*Agenda items for future meetings:*

July/later: safety v/v traffic speed at entry / exit Village Hall Car Park

July/later: 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 8.55 p.m.

**Signed** D.M.RICHARDSON

**Chairman**

**Date** 13 JULY 2021

RP

