

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held on Tuesday 13th July 2021 at 6p.m.

Present: Ms Trudy Brock, Ms Jean Conway, Dr Briony Enser, Mrs R Powles (Clerk), D Richardson (Chairman)

In attendance: Cllr Barry Wood (Cherwell DC) to 6.29 p.m., Dr Helen Macbeth to 6.35 p.m.

	Action
<p>1. <u>Apologies</u></p> <p>Parish Councillors: Mrs K Buckingham-Fry, S Jenkins.</p> <p>2. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p> <p>Cllr Richardson welcomed Cllr Wood to the meeting and invited him to report on District matters. Cllr Wood said the District Council was beginning to recover from the impact of the Covid-19 emergency and much effort had been required during this period. This included the administration of various central Government support grants such as business support schemes. In his view Council staff had continued to offer a high level of service to the public. Many things had been learned including setting up the technology required for home working, which had led to an increase in productivity; for many staff home working was likely to continue therefore and it was possible the Council's resulting savings on travel costs for example could be passed on. However it would be imperative to make savings in the next couple of years, not least because of the changes to the business rates collection system. At present Government set a collection target and the excess could be retained by the local authority; targets would now be re-set at the current level collected. The restrictions on increasing Council Tax meant that compensating for the loss of business rates income would be difficult. Also, the New Homes Bonus system would be replaced with a scheme which was expected to be less generous. As a result the District Council would need to review all discretionary spending. Cllr Wood referred to the Government's proposals to reform planning law in relation to land use, but said it was not certain that all the proposals would be adopted. The District Council was consulting on public engagement in planning application submissions, including whether to continue to notify neighbours; he recommended Parish Councils responded to the consultation if they felt neighbour consultation was important.</p> <p>Cllr Richardson said the most significant planning application at present was the Strategic Rail Freight Interchange proposal (Ardley), although Kirtlington Parish Council was not a consultee. Cllr Wood stressed that at District level all local members needed to know and represent the views of their respective parishes. A key consultee would be Network Rail and the application process might be very slow.</p> <p>Cllr Conway said Kirtlington Parish Council felt the parish was overlooked and in need of representation, as although the new homes in the Bicester area had led to increased traffic through the village S106 monies were not available. Cllr Wood expressed sympathy for this view and recommended the Parish Council write to him with details.</p> <p>Councillors referred to the recent PINS decision to allow the "Great Wolf" appeal; Cllr Wood said this had been a very great blow to the District Council; it was thought possible the Inspector had found objections by OCC Highways were not strong enough to carry weight.</p> <p>Cllr Richardson thanked Cllr Wood; Cllr Wood left the meeting at 6.29 p.m.</p> <p>Cllr Richardson invited Dr Macbeth to report on the OCC Public Transport Reps meeting she had attended the previous week. The Government had recently announced consultation on its Bus Service Improvement Plan with a deadline for submission of "ambitious proposals" at the end of August. Proposals should include service coverage and frequency, fares and ticketing, infrastructure and bus priority. <i>The Council agreed</i> that Dr Macbeth should work with the PTRs in Bletchington and Hampton Poyle on this; Dr Macbeth would establish the name of the newly appointed OCC officer who was overseeing the initiative. The Traffic Subcommittee would consider at its meeting on 22nd July whether it could act as the point of contact for reports in the absence of a Parish Council meeting in August; if not Cllr Richardson would be that point of contact. Dr Macbeth left the meeting at 6.36 p.m.</p> <p>3. <u>Approval of the Minutes of the meetings held on 8th June 2021</u></p> <p>The minutes of the meeting were approved.</p>	<p>All / Plann ing Sub- Ctee</p>

<p>4. <u>District & County Councillor Reports</u></p> <p>As above from Cllr Wood; Cherwell DC continued to issue its fortnightly bulletins to parishes but no other reports had been received.</p> <p>5. <u>Covid-19 emergency / Government restrictions on public gatherings</u></p> <p>Village Fete: this had been rescheduled for Saturday 7th August. Resolved: if the Traffic Sub-Committee had a stand at the fete the Council would pay the pitch fee.</p> <p>6. <u>Highways and road safety; footpaths</u></p> <p><i>(i) Place-making and traffic calming further to OCC Highways trial commenced June 2019:</i></p> <p>Place making and pilot schemes for County’s 20 mph proposals: Cllr Conway reported on the Oxfordshire County Council 20 mph Steering Group first meeting held on Tuesday 29th June. This had been well attended with many OCC officers present. Criteria for schemes had been discussed. Proposals for a pilot scheme in Kirtlington were in hand pending a decision on 11th August; the scheme would include surveys, a change of signage to 20 mph and a further speed survey. If these steps did not reduce traffic speed then OCC would consider the plans proposed by Mr Prior and the Traffic Sub-Committee.</p> <p>Councillors noted there was little progress with potential allocation to Kirtlington of S106 monies arising from the Heyford Park development (as detailed by Ms Jacqui Cox of OCC Highways in her correspondence with the immediately affected parishes) but at the Traffic Subcommittee on 22nd July Cllr Conway would suggest engaging Cllr Wood’s support.</p> <p>Roadside timber planters: Mr Prior would arrange for these to be filled; also, Councillors noted more residents were using the wheelie bin 20 is Plenty stickers.</p> <p>Noted: orders had been placed with Shelley Signs for the recycled plastic replacement fingerpost opposite Dashwood at £426 including delivery and VAT, and with Direct Signs UK Ltd for 15 x children’s “20 is Plenty” signs at £438.24 including delivery, fixings and VAT. Delivery would be to the Clerk.</p> <p><i>(ii) 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 reported the work had been carried out on 10th July and she had asked that the Tinker’s Ditch verge be strimmed at the same time to clear the nettles. TLGC would be happy to undertake other, similar tasks. Further verge work would be needed in September. Cllr Brock would contact Oxford Edens (employed by Weston-on-the-Green PC) as a potential alternative.</p> <p>Parishioner request for memorial bench, Highways verge Gossway fields, near to northbound bus stop: resolved, there was no objection and Cllr Brock would contact OCC Highways to establish how to obtain the necessary permission.</p> <p>Pigeon Lock signage to village centre, potential for review: Cllr Brock reported that Oxfordshire CC needed to look into the matter further.</p> <p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: there were no updates to report.</p> <p>Tinker’s Ditch, hedge and footpath maintenance: Councillors agreed to adhere to the previous year’s advice from Oxfordshire Conservation Volunteers to allow a few more years’ growth to the hedge so that it could be laid. This would include keeping some healthy new ash trees but some smaller saplings could be removed. Cllr Brock would liaise with Revd Miller. Cllr Brock recommended more maintenance of the footpath here and would investigate the Community Payback scheme as a possibility; the work would also be suitable for inclusion in any paid tasks undertaken by Jake Williams. Clearing the overgrowth of pavements by vegetation was an OCC Highways responsibility but Highways had not acted on this.</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>AP</p> <p>TB</p> <p>TB</p> <p>(TB)</p> <p>TB</p>
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<p>Cllr Richardson recommended the inspection of assets (Parish Council or community) be carried out by dividing areas between Council members; resolved: members would do this.</p>	All
<p>Churchyard Extension project: there were no updates to report.</p>	DMR
<p>Kirtlington Tree Project (Community Orchard in Gravel Pit field): noted, that volunteers watered the new trees every Saturday; otherwise there were no updates to report.</p>	
<p>Mowing of verges / frontages at North Green, queries from parishioners: it was noted that the Conditia verge fronting North Green and the verge alongside the Old Forge facing the Pound were included in the mowing done by Greenscape Inspires. Councillors agreed that otherwise the current arrangement whereby residents of the North Green area undertook the mowing in front of their properties should continue.</p>	BE
<p>KWACS Village Pond restoration project: the work to install the new pipe run from the pond at 5 The Chestnuts to the Park had commenced on 12th July. The work would not impact on the Village Pond area or normal use of the A4095. At end of 12th July the contractor had reported good progress.</p>	
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>Parish Council representation at Kirtlington Village Hall Management Committee meetings: Councillors acknowledged difficulty in attending the monthly KVHMC meetings. It was resolved that the Clerk would ask the Committee Secretary for copies of the Minutes so that Councillors could address matters as they arose.</p>	RP
<p>New stone wall to be built at Cansum adjacent to Car Park approach: Revd Richardson had asked for the Council's views on whether stonemason Zachary Coles could store some stone on the verge, so that he could work more efficiently on both sides of the wall. Councillors thought this would be acceptable if in small quantity and all debris was cleared at the end of the process, and there was no obstruction at the time of the Fete (7th August). The Clerk would liaise with Revd Richardson.</p>	RP
<p>Play Bark supply (Sports field Play Area): the Clerk would contact Mr Prior to enquire if a Play Bark delivery could be arranged at the same time as the planter soil.</p>	RP
<p>Replacement timber Play House (Sports field Play Area): the suppliers Home Front had confirmed they were able to supply additional planks to form three side rails but the timber would not arrive in the UK until late July.</p>	RP
<p>Sports field mowing and outfield maintenance: Ady Podbery had carried out the weedkiller spraying on 30th June. As an alternative company for quotations for this work next season Bletchington PC had advised they used Green Scythe for mowing but Cllr Brock said at present Green Scythe were too busy for more work.</p>	
<p>Arboricultural intervention/felling of gale-damaged Leylandii, Sports field at Cornbrash boundary: resolved: to accept the estimate by Jake Williams to fell, and clear the waste, at £380 (no VAT assumed). Town & Country had quoted £700 plus VAT to fell. Cherwell DC's Tree Officer Iain Osenton had advised a TCA must be submitted to fell unless there was arboricultural advice that the tree was not sound. Town & Country had advised the tree was sound but vulnerable to further wind damage and the Council noted this would mean additional expenditure.</p>	RP
<p>Parishioner offers of benches for sports field: the Clerk had met Mr Adams to discuss the sports field and other locations owned by the Council and a site near the replacement tree for the North Green Chestnut was suggested. Councillors suggested also the verge at the west side of the Pound. The Clerk would liaise with Mr Adams.</p>	RP
<p>Roman Close Play Area timber fencing: Jake Williams had inspected the fence at Cllr Brock's request. He had quoted £545 to replace 6 rails and 6 posts and paint them. John Barney had quoted £1,160 including VAT to remove the old fence and replace it like for like. Councillors resolved that replacing the fence would be a better long term solution and so Cllr Brock would ask Jake Williams to quote for this larger job also.</p>	TB
<p>9. <u>Planning</u></p>	
<p>(i) Mid-Cherwell Neighbourhood Plan: the MCNP Forum was analysing the proposed Oxfordshire Rail Freight Interchange site near Ardley.</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: a new target decision date had been set, of 16th July.</p>	

<p>(iii) Other:</p> <p>19/02550/F (“Great Wolf”), PINS Case number APP/C3105/W/20/3259189: there was no information on possible further steps, following the PINS decision to allow the appeal.</p> <p>Oxfordshire Rail Freight Interchange site near Ardley, east of Heyford Park: MCNP Forum Chairman Martin Lipson had obtained agreement from Oxalis, the consultants acting for the Applicant, to submit comments on behalf of MCNPF on the Scoping Report. MCNP members had been invited to send contributions to Mr Lipson; Cllr Richardson had forwarded the Parish Council’s comments, copied to Cllrs Corkin and Simpson, and would send them also to Cllr Wood.</p> <p>10. <u>Correspondence</u></p> <p>Community Shop – possible planning application at land adjacent to the Village Hall: Mrs Hawkesworth had written to Cllr Richardson to request an indication of the Council’s view on this proposal, should the District Council permit the change of use application for the Village Shop (see 9 (ii) above). She would also contact Mrs Nicholson as freeholder. She hoped to have more detailed proposals for the Council’s September meeting. Councillors noted the community need for such a facility and therefore Councillor support for the principle, but that it would require a very great effort to be commercially viable, and any such structure should be to a high standard and sympathetic. Resolved: Cllr Richardson would reply to Mrs Hawkesworth but state that there was no Council commitment at this stage.</p> <p>Sports wall (MUGA) – Mr Grinham had contacted Cllr Richardson to offer climbing wall equipment (hand- and footholds) and professional installation, on the north (grass) side of the wall. Councillors noted the need to be satisfied as to compliance with any safety regulations relevant to the above-ground height of the equipment. Cllr Richardson would liaise further with Mr Grinham. Noted: the basket ball net might need to be replaced.</p> <p>Removal by Cherwell DC of damaged memorial (Janet Boustead) bench from Quarry: a parishioner had written to express his disappointment at the removal of this bench. He had contacted Cherwell DC and had been informed it was “beyond repair” whereas only a short time before he had found it in good and usable condition; Cherwell DC had also suggested the bench might be a Parish Council responsibility. Cllr Enser would contact Cherwell District Council to make further enquiries.</p> <p>Minutes of the Oxford Airport Consultative Committee Meeting held on the 8th June 2021: Cllr Richardson and the Clerk would receive the minutes from now on. The June Minutes noted nothing to impact on the Kirtlington area.</p> <p>Thames Valley Police “Think before you Dial” campaign, to limit unnecessary phone calls to the Police as social restrictions imposed during the Covid-19 pandemic were eased: the Clerk had sent this information on to the Village News and Tony Summerfield (Neighbourhood Watch); Cllr Richardson would set up a Facebook Post.</p> <p>11. <u>Finance</u></p> <p>Monthly receipts & payments: the Council approved the proposed payments (schedule as presented to the meeting, to be attached to the approved Minutes).</p> <p>Annual Governance and Accountability Return (AGAR) 2020-2021, noted: the period for the exercise of public rights (inspection) had been set as 17th June to 28th July 2021.</p> <p>12. <u>Date of the July 2021 meeting</u></p> <p>This was confirmed as Tuesday 14th September, at 6 p.m.</p> <p>13. <u>Councillors’ reports and items for future agendas</u></p> <p><i>Minor matters of information not elsewhere on the agenda (not for debate/decision):</i></p> <p>“Sounds in the Grounds” concerts, advertised as 13th to 15th August, Kirtlington Polo Club: Cherwell DC Licensing team had advised they would require a license application ten days in advance.</p> <p>CPRE Oxfordshire and Oxfordshire Neighbourhood Plan Alliance: Oxfordshire 2050 Plan event aimed at Oxfordshire Town & Parish Councils and Neighbourhood Planning groups, to be chaired by Martin Lipson. This would be held via Zoom at 7 p.m. on Thursday 19 August 2021; the Clerk would circulate a reminder. Registration was by Eventbrite.</p>	<p>DMR</p> <p>DMR</p> <p>BE</p> <p>DMR</p> <p>RP</p>
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Agenda items for future meetings:

September/later: Pigeon Lock signage to village centre

September: Community Speedwatch

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

Ongoing: Parish Council assets – monitoring and maintenance

The meeting closed at 8.29 p.m.

Signed **D RICHARDSON** **Chairman**

Date **14 SEPT 2021**