

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Village Hall on Tuesday 7th December 2021 at 6p.m.

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

	Action
<p>1. <u>Apologies</u></p> <p>Parish Council: Dr Briony Enser, S Jenkins.</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 on 19th October 2021</u></p> <p>The minutes of the meeting were approved.</p>	
<p>4. <u>District & County Councillor Reports</u></p> <p>On 20th October Cllr Simpson had forwarded two updates on the County's proposals for 20mph speed limits.</p>	
<p>5. <u>Covid-19 and continuing impact on public gatherings</u></p> <p>Councillors considered whether to adopt a form of delegated authority if Covid-19 prevents the convening of a Parish Council meeting in a reasonable time, such as that proposed by Oxfordshire Association of Local Councils (Newsletter for member councils November 2021):</p> <p><i>"In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk, in consultation with the Chair, Vice-Chair shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place."</i></p> <p>Resolved: it was unlikely that a quorate meeting could not be convened and so such a form of delegated authority was not necessary. Resolved: it was reasonable however to continue the authority delegated to the Clerk in consultation with the Chair or Vice Chair (<i>see the Parish Council minutes of the meeting of 14th April 2020</i>) to arrange payment for sums which fell due before approval at a next Council meeting that were within the approved annual Budget, such as ongoing contracts.</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>Pilot schemes for the County's 20 mph proposals, update from OCC 20mph Steering Group: Cllr Conway referred to the speed limit for Akeman Street, currently the National speed limit for unlit roads (60 mph): at the last Steering Group meeting it had been noted that most such rural roads now had limits of 50 mph. Councillors agreed 50 mph would be preferable here; resolved: Cllr Conway would pass the Council's view on to Mr Catling at OCC Highways. Also resolved: Cllr Conway would liaise with Cllrs Richardson and Buckingham-Fry on draft text to elicit feedback from the community on this matter, via Facebook for example. This might include information on the traffic calming work already being done by the Traffic Subcommittee. Other Steering Group matters: with regard to OCC's proposals for the pilot scheme in Kirtlington Cllr Conway hoped these would include repeater signs at the end(s) of the village; she would also press for information on the pilot scheme survey results.</p> <p>Community Speedwatch: Cllr Conway suggested the sale of the Speed Indicator Device; Cllr Richardson would</p>	JC/ DMR /KBF

<p>contact the Village Hall MC about possible storage of the device there.</p> <p><i>Traffic Sub-Committee updates:</i></p> <p>Roadside timber planters: it was hoped reflectors could be fixed in the near future.</p> <p>Recycled plastic replacement fingerpost opposite the Dashwood: this had been installed by Mr Prior.</p> <p>Cllr Buckingham-Fry had emailed Amrik Manku (Growth Manager Cherwell and West at Oxfordshire County Council) to request an explanation of why the A4095 yielded to the B430 crossing to Chesterton, and awaited a reply.</p> <p>Cllr Conway suggested the Council consider the use of a remote speed van.</p>	KBF
<p>Other Traffic Sub-Committee matters to reports:</p> <p>Replacement of the Heyford Road flashing 30 mph sign with a sign showing 20 mph would cost in the region of £4,000; the Clerk would check whether OCC had contributed to the cost of the current sign.</p> <p>Tree planting proposal, Bletchington Road approach: the Sub-Committee suggested five Cherry trees be planted here; resolved: agreed, noting the requirement for Highways permission.</p> <p>Expenditure of remaining total ringfenced sum for traffic calming (£3,191.96 at 24th November): the Sub-Committee recommended inclusion in its traffic calming proposals of a build-out at the north end of the village to complement the change to 20 mph.</p>	RP
<p><i>(ii) OCC Highways' verges maintenance, village footpath maintenance, village bridleways</i></p> <p>Delegation to the Parish Council of OCC Highways' grass cutting of wide verges: the OCC S101 signed and sealed agreement had been received, the first payment of the annual agreed sum of £724 p/a had also been received.</p>	
<p>Other verge areas to be mown, such as the footpath between Hatch Way and the Pound: Cllr Buckingham-Fry would pass details of a possible contractor to Cllr Brock.</p>	KBF/ TB
<p>Parishioner mention of roadside hedgerow near Bletchington road white gates narrowing the southbound lane: Councillors noted the hedgerow might be the responsibility of the landowner and the Clerk would make enquiries.</p>	RP
<p>Parishioner request for memorial bench, Highways verge Gossway fields, near to northbound bus stop: resolved: no further action at present as no further information had been received.</p>	
<p>Degradation of footpath to west of Pound adjacent to Gravel Pit field because of vehicle traffic/parking: Cllr Richardson hoped to liaise with neighbouring residents in the near future.</p>	DMR
<p>Field gate adjacent Crowcastle Lane bridleway: Councillors noted continuing parishioner concern about the appearance of the gate, which some considered inappropriate for the setting; Cllr Conway would contact the County authorities for advice.</p>	JC
<p>7. <u>Parish Council Assets, including maintenance</u></p>	
<p><i>Key maintenance tasks including arboriculture (Sports Field and Play Area – see next Item)</i></p>	
<p>Replacement Parish notice board(s): a member of Kirtlington Good Neighbour Scheme had offered to carry out some repairs, and hoped that GNS posters could be displayed; resolved: the Council was happy to accept the offer but the Clerk should warn of potentially wasted time if the notice boards were replaced in the near future. Cllr Richardson would contact Cllr Jenkins also.</p>	RP/ DMR
<p>Pond wall repairs: Cllr Richardson had agreed the appointment of Mr Horner, one of the Pond dredging contractors, for this work as Mr Horner was familiar with the Pond and the difficulty of access. Some repairs had been done on 3rd December and more work was needed.</p>	
<p>Recommendation for replacement tree at North Green at site of felled Red Chestnut: Ms Marsh on behalf of KWACS recommended a Sweet Chestnut, at 10 – 12 cm girth, double staked, and planting ideally before Christmas. Agreement was postponed pending cost information and it was noted planting could be postponed until the New Year.</p>	
<p>To note: builders skips at North Green verges: a skip was due for a short period at Kytes Cottage (No 4) to enable house clearance from late November, also at No 5 for a maximum of 2 weeks from end November; in due course a skip would also be required at No 6 (Beverley). The Clerk confirmed the Council did not own the verges, which</p>	

<p>might be deemed to belong to OCC Highways as the road round North Green was public highway, but by convention North Green residents (as South Green residents) informed the Council of their intentions.</p> <p>Kirtlington Tree Project (Community Orchard in Gravel Pit field); Committee proposal to plant hedge along new fence; proposal for replacement gate with easier pedestrian/buggy access; resolved: the Council was very happy with the proposals.</p> <p>Gravel Pit field hedge maintenance: Mr Chris Budgett had kindly arranged for his contractor to carry out the hedge trimming and this was scheduled for 9th December.</p> <p>Gravel Pit field grazing and maintenance (“topping”): Cllr Richardson hoped to take this forward.</p> <p>Asset inspection and maintenance (Parish Council or community); Cllr Enser had reviewed additional village areas and circulated further notes. Resolved: to review these at the next meeting.</p> <p>Parish Council assets (Village Hall car park), potential for income generation: Councillors discussed whether residents should pay for long term parking here; resolved: there should be no charge, as it was reasonable for South Green residents and others nearby with no or insufficient off-street parking to use it for long term parking.</p>	DMR
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>Kirtlington Village Hall Management Committee: the village Fireworks display on Saturday 13th November had made a profit of £3,300.</p> <p>Post Office offer of outreach service to follow Kirtlington Postmistress resignation effective February 2022: an outreach service would require a venue required. Cllr Richardson would contact the Very Rev Wilkes about whether the Hall might provide a suitable venue.</p> <p>New stone wall to be built at Cansum adjacent to the Car Park approach: the Clerk had met the stonemason, Zachary Coles, on 9th November; Mr Coles’ intention was to place two large piles of stone on the grass to the south of the access road to the Village Hall. Work might not now start until February. Resolved: the Clerk would write to Mr Coles to advise that the stone left in this public space would be at his own risk, also that Mr Coles would be liable for any damage caused by stones thrown up by mowing or strimming.</p> <p>Sports field Play Area, Sports field mowing and outfield maintenance: Mr Podbery had carried out a final cut of the Sports field on 18th November.</p> <p>Arboricultural intervention/felling of gale-damaged Leylandii, Sports field adjacent to Cornbrash boundary: Cherwell DC had issued permission for a 5 day notice to fell, and the work was scheduled for 23rd December.</p> <p>Recommendations for replacement planting for the Leylandii, also for dead Elm south of Play Area: Ms Marsh on behalf of KWACS suggested an American Acer to be planted near the site of the felled Horse Chestnut. She recommended a new, disease resistant, Elm near the Play Area, the removal of the dead Elm and Elm shrub in the Play Area, both new trees to be 10 – 12 cm girth. As for North Green, Councillors requested cost information; planting could take place in January.</p> <p>Roman Close fence replacement - no update: Cllr Brock awaited Jake Williams’ quote.</p>	
<p>9. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan: a Forum meeting was expected for December but this had not been confirmed.</p> <p>(ii) Monthly planning application schedule; <i>updates as reported on planning applications in the parish</i></p> <p>(a) 21/03350/TEL and 21/03452/TEL56 (Telecommunications Prior Approval) – determination 3rd December Street Record Station Road Kirtlington, Proposed 5G Telecommunications Installation, (WHP Telecoms Ltd, on behalf of CK Hutchison Networks (UK) Ltd: 21/03350/TEL - Cherwell DC had issued an objection; 21/03452/TEL56 – Cherwell DC had refused Prior Approval.</p> <p>(b) 21/03594/AGN, New Barn Farm, erection of farm building, Cherwell DC had advised that Prior Approval was required.</p> <p>(c) Clerk’s monthly planning application report, as circulated: no comments to report.</p>	RP

(iii) Other: Cherwell District Council Planning Policy Consultation 29 September 2021 to 10 November 2021, on the Cherwell Local Plan Review “Community Involvement Paper 2: Developing our Options”: Councillors recorded thanks for the work done by Ms Marsh and Mr Kurgo in the preparation of the Parish Council’s submitted comments.

10. Correspondence

Kite Festival (Kirtlington Park) 2022 and Lamb Ale Weekend, 10th to 12th June 2022: the festival promoters, U-Live, had requested attendance at upcoming Parish Council meetings. Councillors noted various concerns on the part of parishioners about a clash with the historic and traditional Lamb Ale, while recognising that the coincidence might be an opportunity. Cllr Richardson and the Clerk would write to U-Live.

DMR
/RP

Community Shop, possible planning application at land adjacent to Village Hall: Mrs Hawkesworth had submitted a “pre-app” to Cherwell DC but had not yet received feedback.

12. Finance

Monthly receipts & payments: the Council **approved the proposed payments** (schedule as presented to the meeting, to be attached to the approved Minutes), also the purchase of gifts to Ms Marsh and Mr Kurgo, at approximately £100.

Payment of allowances to Council members for 2022-23 (at present no allowances paid): **resolved:** no change.

Draft Budget 2022-23: this would be considered for approval at next meeting

13. Date of the next Parish Council meeting

This was confirmed as Tuesday 18th January 2022, at 6 p.m.

14. Councillors’ reports and items for future agendas

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

The Clerk would write to Cllrs Wood and Corkin for advice on obtaining S106 monies for mitigation of increased traffic load following the Planning Inspectorate’s decision to allow the “Great Wolf” appeal.

RP

Agenda items for future meetings:

January 2022: for consideration and approval: Draft Budget 2022-2023

Subject to confirmation, January and subsequent meetings: Kite Festival Kirtlington Park: attendance by U-Live (promoters)

February: invitation to Fairground company (e.g. Hebborn’s) to attend Lamb Ale 10th to 12th June 2022

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

Ongoing: Parish Council assets – monitoring and maintenance

Ongoing: frequency and venue of Parish Council meetings

Ongoing: Safety v/v traffic speed at entry / exit Village Hall Car Park

The meeting closed at 7.45 p.m.

Signed

D M RICHARDSON

Chairman

Date

18 JANUARY 2022