

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting (Annual Council Meeting)
held in the Church of St Mary the Virgin on Monday 23rd May 2022 at 6p.m.

Present: Ms J Conway, Dr B Enser, D Grimshaw, Dr H Macbeth (to 6.30 p.m.), Mrs R Powles (Clerk),
D Richardson (retiring Chairman, to end Item 1), Cllr Nigel Simpson (Oxfordshire CC, to 7.25 p.m.)

	Action
<p>1. <u>Election of Chairman and Deputy Chair</u></p> <p>Cllr Richardson requested nominations for the role of Chair. Cllr Enser proposed that Cllr Conway be elected Chair and Cllr Grimshaw seconded the proposal.</p> <p>Cllr Conway proposed that Cllr Enser be elected Deputy Chair and Cllr Grimshaw seconded the proposal.</p> <p>Resolved: Cllrs Conway and Enser would liaise closely, Cllr Conway to be Chair for six months after which Cllr Enser agreed to take over the Chair if Cllr Conway wished to stand down at that point.</p> <p>Dr Macbeth asked the Council to record its thanks to Cllr Richardson on behalf of the Parish for his work over the past four years and this was agreed and noted wholeheartedly. Cllr Richardson left the meeting.</p>	
<p>2. <u>Declaration of Acceptance of Office: Parish Councillor adoption of the revised Code of Conduct</u></p> <p>(i) Noted and resolved: all present to complete the Acceptance of Office forms at the close of the meeting.</p> <p>(ii) Revised Code of Conduct recommended for adoption by Cherwell District Council at its Council meeting of 18th May 2022: noted: Cherwell DC had adopted the revised code, and confirmation was awaited from Cherwell DC that as previously a Parish Councillor's Declaration of Acceptance of Office equated to acceptance of the same revised Code of Conduct.</p>	
<p>3. <u>Apologies</u></p> <p>Parish Council: Mrs K Chacksfield; Cherwell DC: Cllrs Ian Corkin and Barry Wood.</p>	
<p>4. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p> <p>Cllr Conway invited Dr Macbeth to speak. Dr Macbeth requested the Council's support in principle for discussions by her and others on the way forward for a possible footpath to run alongside the Bletchington Road, which would potentially reach the wood at the new Duchy estate; in due course the Parish Council might be asked to support Bletchington Parish Council in this matter. Resolved: the Parish Council supported this approach.</p> <p>Cllr Conway invited Cllr Simpson to report on County matters. Cllr Simpson said the dominant topic in the area was the proposed Ardley Strategic Rail Freight Interchange ("Rail Freight") and the associated depots. He suggested the proposals highlighted the need for a strategy to cater for HGV routing and weight restrictions for the whole county. Cllrs Conway and Enser commented on the weight restrictions at Weston on the Green and Middleton Stony. Cllr Simpson would contact Cllr Corkin about the Ardley Group of parishes, i.e. the parishes closest to the site.</p>	
<p>5. <u>Parish Council Sub-Committees, appointment / confirmation of members</u></p> <p>Finance Subcommittee: appointment delayed pending co-option of new members.</p> <p>Planning Subcommittee: Ms Marsh and Mr Kurgo were confirmed as continuing.</p> <p>Traffic Calming Subcommittee: Cllr Conway, Dr Macbeth, Ms Marsh and Ashley Prior confirmed as continuing.</p>	
<p>6. <u>Parish Council Representatives and other roles, appointment / confirmation</u></p> <p>The following volunteers were confirmed as continuing; the Council would reprise the matter at the next meeting.</p>	

<p>Footpaths rep MCNP Forum reps KVHMC (Village Hall Cttee) Police Liaison Play Area/Sports field Public Transport rep Village Facebook posts Website technical support Airport Liaison Fuel and Wicker Trust (the "Kirtlington Charities") School Endowment Trust</p> <p>Internal audit (risk review, end of yr accounts) Management accounts</p>	<p>Trudy Brock / Cllr Enser Dr Macbeth, Ms Marsh</p> <p>Dr Macbeth</p> <p>Alex Charlesworth David Richardson Sam Eeley happy to continue as KPC's nominated trustee</p> <p>Sam Eeley and Cllr (Dr) Grimshaw happy to continue as KPC's appointed trustees Steve Rice Christopher Powles</p>
<p>7. <u>Approval of the Minutes of the meeting held on 26th April 2022</u></p>	
<p>The Minutes were approved, and signed by Cllr Richardson before he left the meeting.</p>	
<p>8. <u>District & County Councillor Reports</u></p>	
<p>See Item 4. No reports received from Cherwell DC.</p>	
<p>9. <u>Kite Festival (Kirtlington Park) 10th to 12th June 2022 and Lamb Ale Weekend, 10th to 13th June 2022</u></p>	
<p>Mike Trasmundi of U-Live had sent an update on 12th May on site management, circulated to the Council and an extract had been sent to the Village News. Councillors agreed there should be two-way feedback after the Festival, with emphasis on villager feedback to U-Live.</p>	
<p>10. <u>Land at Jersey Cottages, proposal by Hexall Twiddy Ltd and Abbeymill Homes</u></p>	
<p>Further to the Hextall Twiddy presentation to the Parish Council on 8th March 2022; a summary of the Council's comments on the proposals was still outstanding; retired Cllr Richardson would write to Hextall Twiddy shortly and the Clerk would send a holding response in the interim.</p>	
<p>11. <u>Highways and road safety; footpaths</u></p>	
<p>Noted, OCC 20mph pilot project: as at Monday 9th May the 20 mph signs were in place.</p>	
<p>Cllr Conway summarised the traffic calming and place-making project for Cllr Grimshaw's benefit. Cllr Nigel Simpson had written to to advise the S106 monies were still being held; an email from Ms Jacqui Cox had indicated OCC needed detail of the Kirtlington requirements. The Traffic subcommittee were working up cost effective traffic calming plans which would justify receipt of the anticipated sum, and which would be put into action once the 20 mph trial was complete. Cllr Simpson recommended Cllr Conway re-send to Ms Cox the full details of those plans, copied to him.</p>	
<p>Noted: updates and recommendations of Roads and Traffic Sub-Committee: Resolved, subject to liaison with the immediate residents in both cases, to purchase Cherry trees for roadside planting, and potentially install additional timber roadside planters.</p>	
<p>Temporary build-out(s) as traffic calming measure: Cllr Conway would take this back to the Traffic Sub-Committee pending a response from Ms Cox to the full Kirtlington traffic calming plans, and the completion of the 20 mph trial.</p>	
<p>Application to the County Councillor Priority Fund 2022-23 for the purchase of a programmable flashing School sign: the School had forwarded a completed application and the Clerk would send this on to Cllr Simpson for his formal support.</p>	

RMP

JC

RMP

OCC Highways verges maintenance; village footpath maintenance; village bridleways: noted, Mr Mason's email of 15th May reporting that he and Ms Brock had demarcated sections of verge to show the mowing contractor where to cut a strip 1 metre in width.

Other footpath matters: as in Item 4, with regard to the footpath to Bletchington.

12. Parish Council Assets, including maintenance

Key maintenance tasks including arboriculture (Sports Field and Play Area – see next Item)

(i) Allotments: no updates to report.

(ii) Parish Council asset maintenance, including reviews by Cllr Enser: Cllr Enser had reviewed some of the assets south of her earlier checks, and hoped others could assist with this in due course. Discussion of the two priorities suggested previously by Cllr Enser (rectification of degraded areas, and provision of a fully accessible information source) was postponed until the next meeting.

Gravel Pit field: Mr Richardson had corresponded with Mrs Price about the Council's wish to review the current use of part of the field for grazing. Cllr Enser would follow up on Mr Richardson's correspondence and Cllr Conway would visit the field to assess its suitability for grazing.

Orchard project application for grants for access improvements: no updates.

13. Village Hall, Sports Field and Play Areas

Noted: the KVMHC AGM would be held on 20th June, also that the Village Hall trust deed stipulated representation from the Council.

Post Office offer of outreach service to follow the anticipated of the Kirtlington Postmistress resignation – a member of the Village Hall Management Committee liaised with the Post Office but there was currently no update.

Community Shop, public meeting held on 24th April: Cllr Enser had circulated notes and advised that an article outlining the questions asked by villagers at the meeting would be in the next Village News.

Grass damage at Car Park approach: the Revd Richardson had contacted the wall building contractor to ensure the debris was cleared; grass seed had been purchased and there was a plan in place to re-sow when the debris was cleared.

Sports field Play Area, Sports field mowing and outfield maintenance: noted: the annual Play Area inspections (Sports field and Roman Close) by RoSPA Play Safety Team were booked for July. Costs for Non Commercial Play Areas were £70.00 + VAT per play area; additional items over five per play area would be £3.50 + VAT per additional item.

Toro mower: Steve Brinkworth had agreed to inspect the mower.

Appointment of Sylva Consultancy (see Item 9, previous meeting) to carry out health and safety survey of Sports Field and Play Area trees: this had been delayed.

14. Planning

(i) Mid-Cherwell Neighbourhood Plan: Review by member parishes during 2022-23 of Neighbourhood Plan, to parallel the Cherwell Local Plan Review: no updates to report; the Forum would meet on 8th June.

(ii) Monthly planning application schedule; *updates as reported on planning applications in the parish*: no comments to report.

(iii) Oxfordshire Strategic Railfreight Interchange - first stage (non-statutory) public consultation, programmed to start on 9th May, to run until 4th July: MCNP Chairman Martin Lipson had circulated briefing notes, Cllr Conway, Ms Marsh, Dr Macbeth and Mr Prior had attended one of the public exhibitions.

15. Correspondence

None.

JC
BE

RMP

16. Finance

Monthly receipts & payments: the Council ***approved the proposed payments*** (schedule as presented to the meeting and published on the Village Website).

Noted: the Annual Governance and Accountability Return 2021/22 (AGAR, the statement of end of year accounts) must be approved by the Council at its June meeting.

Establishment of position of Deputy Clerk: this was agreed.

17. Date of the next Parish Council meeting

Monday 27th June with a suggested start time of 6.15 p.m., in the Church.

The Parochial Church Council had advised it would not charge for hire of the Church, in recognition of Mr Jenkins' help with the Churchyard mowing.

18. Councillors' reports and items for future agendas

Minor matters of information not elsewhere on the agenda (not for debate/decision): None.

Agenda items for future meetings:

Ongoing: Land at Jersey Cottages, proposal by Hextall Twiddy Ltd and Abbeymill Homes

Ongoing: Parish Council assets – maintenance recommendations

June: Kite Festival Kirtlington Park: feedback from U-Live (promoters) and residents

Ongoing: replacement tree planting, notice board repairs or replacement

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

Timing to be advised: review of MCNP

The meeting closed at 8.15 p.m.

Signed

Jean Conway

Chair

27/6/22

Date