

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Church of St Mary the Virgin on Monday 25th July 2022 at 6.00 p.m.

Present: Mrs K Chacksfield, Ms J Conway (Chair), Dr B Enser, D Grimshaw, Mrs R Powles (Clerk)

	Action
<p>1. Apologies</p> <p>Cllr Simpson (Oxfordshire CC).</p>	
<p>2. Declarations of pecuniary interests / other conflicts of interest</p> <p>Cllr Grimshaw advised that as a medical practitioner it would sometimes be inappropriate for him to engage as a Parish Councillor with persons he knew to be patients or former patients.</p>	
<p>3. Approval of the Minutes of the Annual Council Meeting held on 27th June 2022</p> <p>The Minutes were approved and signed.</p>	
<p>4. District & County Councillor Reports / Members of the public</p> <p>There were no members of the public in attendance. Representatives of the Kite Festival promoters, U-Live, had been expected to attend.</p>	
<p>5. Highways (including road safety, place-making and traffic calming)</p> <p>(a) OCC 20mph Steering Group and KPC Traffic Subcommittee: there had been no Steering Group meeting since Cllr Conway's last report but one was scheduled for Wednesday and Cllr Conway might be able to attend virtually. The Witney scheme had been approved but there would be no extra policing to facilitate enforcement of the 20 mph limit.</p> <p>The Traffic Subcommittee sought the Council's support for the provision of up to five new roadside planters and Mr Prior (Traffic Subcommittee) would advise on costs. Councillors discussed how the plants might best be maintained. Resolved: the Council supported the proposal in principle but Cllr Conway would not order materials until it was confirmed there were sufficient volunteers to maintain all the planters. Cllr Enser would consult KWACS about the Subcommittee's suggestion of a tree for the verge at the Bletchington Road junction.</p> <p>The Subcommittee also advised that the planters were not part of the Parish Council Assets as they were installed on OCC verges with OCC Highways permission.</p> <p>Proposal for build-out at north end of village: this awaited County Council permission and might be trialled after OCC had completed its survey of the effects of the 20 mph signage installation. Councillors debated whether grass would grow in the intended design (timber sleepers, backfilled with soil).</p>	BE
<p>(b) School flashing sign, application for County Councillor Priority funding: Cllr Conway would liaise further with Cllr Simpson about the required formal confirmation of his support for the application. Councillors discussed the School's ongoing concern about the safety of children crossing the road and related factors such as where cars could be parked safely at school drop off and collection times. Councillors hoped that parents would be able to re-engage a lollipop person as a priority. A build out might be an effective means to slow traffic but assessment and consultation with residents would be necessary as there could be negative impact such as the loss of car parking space. Alternative pedestrian access to the school from South Green (between Dashwood Cottage and 1 The Green) could perhaps be encouraged if parents parked at the Village Hall car park. Cllr Conway would liaise with the School on these points.</p>	JC
<p>(c) OCC Highways maintenance e.g. roads and pavement repairs: Cllr Conway hoped all members of the Council might assist with this, although Councillors had found OCC's FixMyStreet disappointing as a reporting mechanism. Mrs Bryson had offered to check parish footpaths and had already provided feedback on one issue. Cllr Enser would circulate the County's rights of way maps.</p>	JC BE

<p>(d) Footpaths, grass verges and environment: Cllr Enser had circulated OCC's original maps for verges to be cut by OCC Highways now marked to show the sections to be cut under the delegation arrangement. She continued to press the Landscape Group Oxford for a date for the verge mowing but was concerned she might have to approach the County Council for assistance. Councillors hoped that Greenscape Inspires might also undertake strimming of the grass growth at the kerb alongside North Green; the Clerk would contact Mr Greenslade. With regard to the grass in the wide verges at the Bletchington Road junction KWACS were due to submit an article to the Village News. Cllr Enser had written to Mr James Budgett about the roadside bushes at Crutchmoor Plantation; Mr Budgett had offered to clear the overhanging branches.</p>	RMP
<p>6. Parish Council-owned assets and community assets</p>	
<p>(a) Catalogue and Review of all assets: Cllr Enser and the Clerk would continue the review. (b) Gravel Pit field: Councillors noted that the current grazing use was for a maximum of four months a year and water was only available in the adjacent field which limited the usefulness of the field as pasture. Two horses were grazing at present. Resolved: Councillors would seek out a suitable annual grazing tenancy for further discussion.</p>	All
<p>(c) Orchard project, application for grants for access improvements: no updates at 20th July. Cllr Enser expressed a wish that the Orchard Group might provide a report on the project's benefit to the community. (d) Allotments: no updates at 20th July but Cllr Enser would speak to the Allotment Committee about updating their website page.</p>	BE
<p>7. Maintenance (Parish Council and community assets): priority actions</p>	
<p>(a) South Green and Mill Lane, degradation by vehicles: Cllr Chacksfield advised that an additional sign in Mill Lane advising of its bridleway status would cost in the region of £210 plus VAT and labour costs. Traffic here had been significantly less this year and she suggested purchase could be postponed. Effective limitation of parking might require physical obstacles and consideration should be given as to where visitors might park instead. Resolved: to monitor traffic flow for a period of about 6 months. Early in the year a parishioner had suggested to Kirtlington Neighbourhood Watch a potential means of monitoring of Mill Lane traffic and Cllr Chacksfield would contact Mr Summerfield about this. Councillors would continue discussion the erosion of the village greens at a later date.</p>	KC
<p>(b) Village Footpaths including Pound; broken gate on footpath from Hatchway to Pound: Cllr Enser reported the field gate from the Hatchway footpath was no longer operational as the post to which it was latched had rotted at the base. The gate was the responsibility of the landowner; she therefore recommended a letter to the landowner.</p>	BE
<p>(c) Bridleways: no other updates were reported.</p>	RMP
<p>(d) Notice board repairs: Mr Sissons would inspect the three notice boards and revert to the Clerk with his assessment of the work needed.</p>	RMP
<p>(e) Toro mower repair: Cllr Grimshaw had recently met Mr Draper and Mr Cherry, and retired Cllr Jenkins to discuss aspects of the Sports field maintenance. He suggested that repairs might not be cost effective for such an old machine and so investment in a replacement might be needed at some point.</p>	RMP
<p>(f) Replacement tree planting, tree health and safety survey, tree surgery: the Clerk and Cllr Grimshaw had inspected the trees on Parish Council land on 5th July. The Clerk had arranged a visit by Sylva Consultancy and would also book Bowards, to obtain quotations for health and safety surveys and for any works recommended. If tree surgery was required urgently the Clerk would forward the cost details to Cllrs Conway and Chacksfield for approval.</p>	RMP
<p>8. Village Hall, Sports Field and Play Areas</p>	
<p>a) KVMHC Committee meeting 18th July: Cllr Conway had attended.</p>	DG
<p>b) Sports field & outfield maintenance; MUGA surface deterioration: Cllr Grimshaw had met Mr Draper to discuss the MUGA surface, which had subsided badly. Mr Draper's son could provide a quote for a repair if required. The damage caused to the fence alongside Molly Minn's lane by a fallen tree had yet to be rectified.</p>	DG
<p>c) Sports field Play Area, summer weeding, play bark top-up: Cllr Grimshaw had tackled weeds here and anticipated 6 bags of play bark would be needed in the autumn. He was happy to continue emptying the Play Area bin, previously undertaken by Cllr Jenkins, and had also visited the Roman Close Play Area. The Clerk would obtain a copy of the key for the equipment shed for Cllr Grimshaw.</p>	RMP
<p>d) Churchyard extension: no updates to report.</p>	RMP
<p>9. Parish Services</p>	
<p>(a) 250 Bus service – work by local bus reps; public petition: Cllr Conway summarised reports from Dr Macbeth on the County Council's possible progress in its application for government funding of limited rural services (potentially in the form of Direct Response Transport) and referred to local support for a petition for the retention of the full 250 bus service as it operated at present. Councillors referred to the opportunities and challenges of a successful DRT service but noted also that the current hourly service may never have been viable; also historically the bus service had</p>	

<p>operated in the morning and evening only. Success of a DRT service might depend on engaging the community. Cllr Conway would ask Dr Macbeth for details on passenger numbers using the 250.</p> <p>(b) Community Shop, Steering Group updated design proposals prior to planning application submission: Mrs Hawkesworth on behalf of the Steering Group had written to request the Council's support. Councillors agreed that a business plan was needed to demonstrate the viability of the project before they could consider support for further steps such as the submission of a planning application. Resolved: to write to Mrs Hawkesworth to request a business plan.</p> <p>(c) Post Office offer of outreach service to follow anticipated PO closure at a future date; Village Hall Management Committee liaison with Post Office – Councillors noted that at present there was no further news.</p>	<p>JC</p> <p>RMP</p>
<p>10. Recent Parish Events, Correspondence</p>	<p>RMP</p>
<p>(a) Kite Festival Kirtlington Park, 10th to 12th June 2022: no representative from U-Live was present so discussion of the matter was deferred.</p> <p>(c) Kirtlington Lamb Ale Weekend, 10th to 13th June 2022: to date the outstanding pitch fees of £200 (to include 2022) offered by Mr Hebborn had not been received. The Clerk would write to Mr Hebborn. Cllr Conway reported that the School hoped to have greater involvement in the Lamb Ale weekend in future.</p>	<p>RMP</p>
<p>11. Oxfordshire Councils' Councillor Code of Conduct 2022, adopted by Cherwell D C 18th May 2022</p>	<p>RMP</p>
<p>Resolved: the Parish Council now adopted the revised Code of Conduct and the Clerk would notify Cherwell DC.</p>	<p>RMP</p>
<p>12. Planning</p>	<p>BE</p>
<p>a) Land at Jersey Cottages – Parish Council's comments on proposals of 8th March submitted to Hextall Twiddy and Abbeymill Homes: Mr Twiddy had written to request an indication of the Council's support for the proposals. Councillors agreed it was not possible to do so prior to a formally submitted planning application; Cllr Enser would liaise with the Planning Subcommittee and reply to Mr Twiddy.</p> <p>b) Oxfordshire Strategic Railfreight Interchange first stage (non-statutory) public consultation, Parish Council's formal response submitted 4th July, noted: Cllr Corkin's circular to parishes of 14th July had advised that the proposals would go to Oxfordshire CC's Cabinet on 19th July.</p> <p>c) Mid-Cherwell Neighbourhood Plan (MCNP); no updates at 20th July; date of next Forum meeting to be confirmed; member parishes to review the NP during 2022-23 to parallel the Cherwell Local Plan Review.</p> <p>d) Monthly Parish planning application report: 21/02214/F Cherwell Concrete, Enslow: the Clerk would re-submit the objection submitted in February 2022. No other comments from Council members.</p>	<p>RMP</p>
<p>13. Finance</p>	<p>JC, KC</p>
<p>Monthly receipts & payments: the Council approved the proposed payments (schedule as presented to the meeting and published on the Village Website).</p>	<p>JC, KC</p>
<p>Cllrs Conway and Chacksfield would review the Council's income and expenditure.</p>	<p>JC, KC</p>
<p>17. Date of the next Parish Council meeting</p>	<p>JC, KC</p>
<p>Monday 26th September at 6.15 p.m., in the Church.</p>	<p>JC, KC</p>
<p>18. Councillors' reports and items for future agendas</p>	<p>JC, KC</p>
<p><i>Minor matters of information not elsewhere on the agenda (not for debate/decision):</i> None.</p>	<p>JC, KC</p>
<p>Cllr Conway asked fellow councillors to forward contributions to a review of the Council's future priorities.</p>	<p>JC, KC</p>
<p><i>Agenda items for future meetings:</i></p>	<p>JC, KC</p>
<p>Land at Jersey Cottages, proposal by Hextall Twiddy Ltd and Abbeymill Homes Parish Council priorities; Parish Council assets – maintenance From September - replacement tree planting, tree surgery; Village website review</p>	<p>JC, KC</p>
<p>The meeting closed at 8.30 p.m.</p>	<p>JC, KC</p>
<p>Signed <i>Jean Conway</i> Chair 26/09/2022 Date</p>	<p>JC, KC</p>