

KIRTLINGTON PARISH COUNCIL
Minutes of the Annual Council Meeting
held in the Hazel Room (Village Hall) on Monday 15th May at 6.30 p.m.

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

In attendance: Cllr Nigel Simpson (Oxfordshire County Council and Cherwell District Council), W Twiddy, T Northey, Dr H Macbeth, Mrs A Banks (until about 8 p.m.), J East (until about 8 p.m.), D Moore, P Kurgo, Ms C Marsh

	Action
<p>1. Election of Chair</p> <p>Proposed and resolved nem con: Cllr Conway.</p> <p>2. Election of Deputy Chair</p> <p>Proposed and resolved nem con: Cllr Enser.</p> <p>3. Apologies</p> <p>None.</p> <p>4. Declarations of pecuniary interests / other conflicts of interest</p> <p>None.</p> <p>5. Approval of the Minutes of the Parish Council Meeting held on 25th April 2023</p> <p>The Minutes were approved and signed.</p> <p>Cllr Conway invited all present to introduce themselves.</p> <p>6. District & County Councillor Reports / Members of the public</p> <p>Following the local elections on 4th May Cllr Simpson was now also District Councillor for the Fringford & Heyfords ward. Cllr Conway invited Cllr Simpson to report on County and District matters: the County Council continued to consider a strategy for HGV traffic. Cherwell District Council would hold its Annual Council meeting on 17th May, and following the recent local elections there might be a coalition of Green, Labour and Liberal Democrat councillors.</p> <p>Cllr Conway invited members of the public for brief contributions.</p> <p>7. Land at Corner Farm: Manorwood Consultancy Ltd, update on status of 22/03049/OUT, Provision of eight single-storey and two-storey detached and semi-detached dwellings with access, parking and amenity space</p> <p>Mr Moore (Manorwood Consultancy Ltd) advised he would not update on the above application as a pre-app had been submitted to Cherwell DC for a bigger scheme. Cherwell DC had requested a landscape visual impact strategy and other supporting information, and an increase in the number of dwellings in order to afford community benefits such as affordable housing and smaller dwellings such as bungalows. The number of proposed dwellings would therefore be 14 or 15, to include 5 affordable homes, at a density of 16 per hectare. The application might go “live” in June. Councillors advised they would not discuss the application until then.</p> <p>8. Land at Jersey Cottages: Hextall Twiddy and Abbeymill Homes</p> <p>Mr Northey (Abbeymill Homes) outlined revisions to the emerging scheme since spring 2022. The number of proposed dwellings was reduced to 13 with affordable housing provision at 40% and priority for village residents. The impact on trees would be reduced, the main access had been realigned, with a crossing point and an island, and parking was better located. Solar panel and other green infrastructure were included for each plot. The application would be in full, not outline as previously, and incorporated the Parish Council’s previous feedback. He hoped for further feedback before</p>	

formal submission and Councillors agreed. Mr Twiddy advised the landowners wished to maintain the controls (described at previous meetings) over reserve matters with regard to village interests and were fully aware of the possible heritage concerns, and said community support would be needed to overcome these. The properties mix would be three x two bed, seven x three bed and four x four bed, with two car parking spaces per plot and three visitor parking spaces across the site. With regard to the property mix Cherwell DC had advised the greatest demand was for three-bed properties. The red line indicating the site boundary now included the stone wall at the west side, which would be repaired, and the woodland. Submission would be in about two months' time. Other Abbeymill sites could be visited for comparison.

Cllr Conway referred to the heritage site objections which remained unchanged since the previous application. Mr Northey said the heritage assets and surroundings would be respected as much as possible and would be addressed in the technical detail of the application.

Mr East requested to speak, and asked where the water would go when the balancing pond was full. Mr Northey said this would drain to the ditch to the south and had been allowed for.

Cllr Conway advised the Parish Council would revert with comments in due course. Mr Twiddy would forward updates to the Clerk by email.

Mr Twiddy and Mr Northey left the meeting at 7.02 p.m.

9. Parish Council Sub-Committees, appointment / confirmation of members

Finance Sub-Committee: Cllrs Chacksfield and Conway confirmed as continuing.

Planning Sub-Committee: Mr Kurgo and Mrs Marsh confirmed as continuing.

Traffic Calming Sub-Committee: Cllr Conway, Dr Macbeth, Ms Marsh and Mr Prior confirmed as continuing.

10. Parish Council Representatives and other roles, appointment / confirmation

	<i>May / June 2022 to present</i>	<i>At 10th May 2023: happy to continue</i>
Footpaths, grass verges, environment	Cllr Enser	Cllr Enser
MCNP Forum reps	Dr Macbeth, Ms Marsh	Dr Macbeth, Ms Marsh
KVHMC (Village Hall Cttee)	Cllr Conway	Cllr Conway
OCC Highways (roads / pavement repairs)	Cllr Enser	Cllr Enser
Police Liaison	Cllr Enser	Cllr Enser
Play Areas / Sports field	Cllr Grimshaw	Cllr Grimshaw
Public Transport rep	Dr Macbeth	Dr Macbeth
Village Facebook posts	Cllr Chacksfield	Cllr Chacksfield
Website technical support	Alex Charlesworth	Alex Charlesworth
Airport Liaison	David Richardson	David Richardson
Fuel and Wicker Trust (the "Kirtlington Charities")	Sam Eeley (the Parish Council's nominated Trustee)	Sam Eeley (the Parish Council's nominated Trustee)
School Endowment Trust	Sam Eeley, Cllr Grimshaw (KPC's appointed trustees)	Sam Eeley, Cllr Grimshaw: (KPC's appointed trustees)
Internal audit (risk review, end of yr accounts)	Steve Rice	Steve Rice
Management accounts	Christopher Powles	Christopher Powles

The above reps, Trustees and volunteer assistants were all confirmed as continuing for the 2023-24 Council year.

(a) Cllr Conway brought forward consideration of **Agenda Item 17 (a), Mid-Cherwell Neighbourhood Plan (MCNP), concurrent Policy review, further to Parish Council meeting of 2nd May: Engagement in Kirtlington Site Assessment for potential MCNP Site Allocation.**

Cllr Conway advised Neighbourhood Plan planning policies followed those of the LPA. She referred to the change in the Cherwell District Council party political balance following the recent local elections and would serve on the committee overseeing the revised Cherwell Local Plan. Ms Marsh advised Neighbourhood Plans had the power to dictate the housing numbers and the sites for the NP area, thus it would be advantageous to the Parish Council as a member of MCNP to be able to reject certain sites (which might otherwise be imposed by the LPA). It was confirmed that until the current Cherwell Local Plan was revised Kirtlington's new homes requirement remained at 17, as set by

<p>MCNP Policy PD1. The other main MCNP policy area under review was Environment, including green spaces. Councillors expressed a wish to receive Minutes or action points from MCNP Forum meetings with sufficient time to allow for proper Council discussion.</p> <p>Local site assessments by a small team comprised of Council members and others on behalf of the MCNP Forum: Councillors noted some concern about the workload this might entail. Councillor Chacksfield offered to assist with the organisation of the process in the short term, Mr Kurgo was also happy to assist.</p> <p>With regard to the verification of any site assessment undertaken Ms Marsh confirmed the same MCNP criteria applied to all sites in all member parishes and such assessments would be subject to independent review by the overseeing planning consultant assisting the MCNP Forum, Oneill Homer.</p> <p>MCNP Forum reps: Cllr Conway offered to be a rep on the Forum.</p> <p>Resolved: to confirm with Mr Lipson (MCNP Forum Chair) that a small team would be set up to carry out site assessments and the Council would thereby engage in the MCNP site assessment process as part of the MCNP's review of Policy PD1; also to reserve the right to withdraw from the process if the Parish Council considered it was not working to the Council's satisfaction.</p> <p><i>Mr Kurgo and Ms Marsh left the meeting at 7.26 p.m.</i></p>	
<p>11. Highways (including road safety, place-making and traffic calming)</p> <p>(a) OCC 20mph Steering Group, VAS (vehicle activated sign): Cllr Conway hoped the changes to the VAS might incorporate a "smiley" to indicate driver compliance with the speed limit;</p> <p>(b) KPC Traffic Subcommittee, update on traffic calming proposals for village: the soil for the new planters would arrive shortly.</p> <p>(c) S106 monies for parishes around Heyford Park, update: Cllr Conway confirmed the first tranche, at £19,000, would be available when the Traffic Subcommittee's proposals were costed.</p> <p>(d) Roadside grass verges and environment: The Clerk would contact Greenscape again for an update on their insurance provision.</p> <p>12. Parish Council-owned assets and community assets</p> <p>(a) Orchard project: no update.</p> <p>(b) Allotments: the Community Orchard group was considering the Allotment Association's request for support in principle of construction of a Thames Water connection station and tap in the Community Orchard, to provide a water supply to Allotment Association tenants.</p> <p>(c) The Pound (Registered Common), future management as a wildflower area: no update.</p> <p>Mrs Hawkesworth reminded the meeting of the forthcoming Farmers' Market to be beside the Village Hall on 20th May and invited all to attend.</p> <p><i>Mrs Hawkesworth left the meeting at 7.30 p.m..</i></p>	<p>RP</p> <p>RP</p>
<p>13. Maintenance (Parish Council and community assets): priority actions</p> <p>(a) (i) Kirtlington Conservation Area and village centre – <i>protection of public amenity and heritage; Kirtlington Conservation Area's status as a planning consideration, including protection of central village area from vehicle erosion of public grassed areas at North and South Greens, the Pound, Mill Lane verges; options for off-street parking</i>: Cllr Conway recommended the proposed survey of South Green residents (<i>c.f. the Minutes of the meeting of 25th April 2023</i>) proceed without delay. Resolved: Cllr Enser would carry out a leaflet drop to those residents on 21st May and Councillors would call on them on 24th May to follow up.</p> <p>(ii) Parish Council-owned verge at 2 The Green: Resolved: to permit the formation of a gravel surfaced parking area.</p> <p>(b) Replacement tree planting, tree health and safety survey, tree surgery, Boward's remedial work to Parish Council-owned trees, application 23/01192/TPO: the target decision date was 16th June 2023.</p> <p>(c) Mowing contracts 2023: the Clerk was liaising with Ady Podbery about the timing of the cuts and the schedule for the fertiliser application.</p> <p>14. Village Hall, Sports Field and Play Areas</p> <p>(a) KVMHC Committee, Monday 24th April: no updates.</p>	<p>BE/ All</p> <p>RP</p>

<p>(b) Sports field & outfield maintenance: Cllr Grimshaw reported on plans for this season's football use of the field – a meeting was scheduled for Thursday to include the Very Revd Wilkes, Mr Houselander (Kirtlington and Bletchington boys' team) and representatives for the Chesterton adult team. Resolved: to await feedback from the Very Revd Wilkes on the appropriate fees to be charged and what proportion might be paid to the Parish Council towards its field maintenance costs.</p> <p>WI anniversary bench: resolved: to liaise with the Very Revd Wilkes and Mr Draper about an alternative location.</p> <p>Purchase of ride on mower to replace Toro: further to confirmation that the Toro was now in urgent need of replacement, resolved: subject to Mr Draper's approval of the model, to purchase a new Husqvarna ride on mower at the agreed discounted sum of £3,900 plus VAT from Bruce Hopkins Ltd.</p> <p>(c) Play Areas, Playdale annual safety July inspections for both Play Areas: resolved: to confirm the booking.</p> <p>Roman Close Play Area: former Parish Councillor Brock had reported safety concerns about the fence running parallel with the northern breeze block wall now forming the boundary with South Farm to the north. Councillor Grimshaw and the Clerk would liaise with Ms Brock and Dr Macbeth.</p> <p>(d) Churchyard extension: Cllr Conway advised that a deed of surrender would be required for the land in question, submission of the necessary information to the Charity Commission and a surveyor's report. Noted: the Parish Council might need to engage a solicitor. Mr Murray FRICS had offered to carry out the survey.</p> <p>Other: the Clerk would confirm with the Parochial Church Council that the Parish Council was happy for Mr Jenkins to use the Parish Council's mower for the Churchyard as in previous years.</p>	<p>JC, DG</p> <p>RP</p> <p>DG, RP</p> <p>JC, RP</p> <p>RP</p>
<p>15. Parish Services</p> <p>Community Shop, <i>further to Steering Group outline business plan and updated design proposals prior to planning application submission:</i> Cllr Conway reported that the landowners had confirmed at a recent meeting with Councillors that they supported the project but wished to have no legal responsibility. She recommended that if the project were to go ahead the Parish Council follow the process set out by Mr Murray (to include a deed of variation) and suggested Mr Murray could brief the Council's appointed solicitor.</p> <p>Noted: a parishioner's letter expressing concern about the Farmers' Market to be held on 20th May at the car park verge area to the west of the Village Hall.</p> <p><i>Dr Macbeth left the meeting at 8.15 p.m.</i></p>	
<p>16. Recent Parish Events, Correspondence</p> <p>Lamb Ale 2023 weekend (2nd to 5th June 2023), format, funfair provision, promotion of historic village event: Cllr Enser was drafting a timetable of the events, for publication in the Village News.</p> <p>Kite Festival, Friday 9th to Sunday 11th June: The Clerk had written to U-Live to request further information on traffic control measures for visitor traffic approaching from the south. The final version of U-Live's letter to Residents had been agreed. A journalist from Witney Radio had contacted the Council seeking a potential interviewee for a short broadcast article on the village's perspective of the Festival; Councillors agreed such an interview should be with a village resident, not a member of the Council. The Clerk would make enquiries.</p> <p>Celebrations of the Coronation of King Charles III and Queen Camilla, Friday 5th – Monday 8th May: noted – receipt of Cherwell DC's Coronation grant of £200. Councillors recorded thanks to Mr Tony Brett for distribution of the flyer and organising the decoration of South Green with the Union Jack bunting, also thanks to Cllr Chacksfield for the purchase of the bunting and securing the grant.</p>	<p>RP</p>
<p>17. Planning</p> <p>(a) Mid-Cherwell Neighbourhood Plan (MCNP), concurrent Policy review, further to Parish Council meeting of 2nd May: see above.</p> <p>(b) Monthly Parish planning application report: no Councillor comments on the applications listed.</p> <p>(c) WHP Telecoms Ltd, email notification 17th March of Pre Planning Consultation CWL18719 (5G Telecommunications Installation junction of Station Rd): Cherwell District Council had refused permission on 2nd May.</p> <p>Cllr Chacksfield referred to concerns in Tackley about proposed changes to the access route to the station. The Clerk would forward the details to the Planning Sub-Committee for their comments.</p>	<p>RP</p>
<p>18. Parish Council priorities</p> <p>Website and Facebook communications with the village: no updates.</p> <p>Rural England Prosperity Fund; submission of interest (Digital Notice Board): no updates.</p>	

19. Finance

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

Provision of two dog bins, further to the 2023-24 approved Budget: no update.

Preparation of the Annual Governance and Accounting Statements (AGAR) 2022-23: Councillors **confirmed** the Clerk as RFO (Responsible Finance Officer) for this purpose.

BE

20. Dates of the next Parish Council meetings

Annual Parish Meeting: Tuesday 23rd May 2023, at 6 p.m.: Cllrs to forward to Cllr Conway notes on the Council's activities during 2023-23.

Next Parish Council meeting: Monday 26th June at 6 p.m., Hazel Room

21. Other matters of information not elsewhere on the agenda (not for debate/decision)

(a) Other matters: none.

(b) Agenda items for future meetings:

June: Annual Governance and Accounting Statements (AGAR) 2022-23: approval

Cherwell Local Plan 2040 Review; delay to 6-week public consultation; impact on local development

MCNP policy review in conjunction with Cherwell Local Plan 2040 Review

Ongoing: Parish Council assets – maintenance; replacement tree planting, tree surgery; Village website review

The meeting closed at 8.30 p.m.

Signed

Jean Conway

Chair

26th June 2023

Date