

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Hazel Room (Village Hall) on Monday 27<sup>th</sup> February 2023 at 6.15 p.m.**

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

In attendance: Mrs A Banks, Mr John East, Mr J Collinge (Jake Collinge Planning Consultancy Ltd), Mr Dan Moore (Manorwood Consultancy Ltd); Cllr Nigel Simpson (Oxfordshire County Council), from 6.20 p.m.

	Action
<p><b>1. Apologies</b></p> <p>None.</p> <p><b>2. Declarations of pecuniary interests / other conflicts of interest</b></p> <p>None.</p> <p><b>3. Approval of the Minutes of the Parish Council Meeting held on 23<sup>rd</sup> January 2023</b></p> <p>The Minutes were approved and signed.</p> <p><b>4. District &amp; County Councillor Reports / Members of the public</b></p> <p><i>Pending the arrival of Cllr Simpson discussion of this Item was postponed until 6.50 p.m., after Agenda Item 7.</i></p> <p>Cllr Simpson's County Council report: The County had voted for a 4.99% increase in Council Tax. Some County Councillors had expressed unhappiness that monies had been spent on advertising the 20 mph scheme outside the County. The provision of a bus service for Kirtlington was considered a good result; Cllr Simpson would liaise with his contacts about the anticipated adjustments to the timetable. He would make enquiries about options for weight restrictions on heavier vehicles through the village.</p> <p><b>5. Highways (including road safety, place-making and traffic calming)</b></p> <p>a) OCC 20mph Steering Group recent meeting: Cllr Conway had queried the evaluation of the pilot tests and it seemed OCC might assist with the installation of temporary traffic calming measures perhaps including the recalibration of the VAS (vehicle activated sign).</p> <p>b) Parish Council Traffic Subcommittee: Ms Marsh and Mr Prior were working on further details of the village traffic calming requirements, including a VAS element. Cllr Conway advised that if these were approved by OCC and the Parish Council they should then be presented to the village.</p> <p>c) S106 monies for parishes around Heyford Park: Cllr Simpson confirmed these would be forthcoming and said that whether additional sums were available would be discussed at a meeting on 23<sup>rd</sup> March.</p> <p>d) Flashing sign at School: these were installed and programmed.</p> <p>e) Community Speedwatch: no updates to report.</p> <p>f) OCC Highways maintenance e.g. roads and pavement repairs: Cllr Enser had reported some potholes to FixMyStreet and some had been filled today, perhaps as a consequence.</p> <p>g) Footpaths, grass verges and environment: Verges: it was not yet known if Greenscape Inspires would be able to increase their insurance level to allow them to cut Highways' verges. Cllr Enser said if this was not possible she would probably revert to OCC Highways; also, OCC had recently advised of a new verge maintenance policy under which mowing would be twice yearly only, at times to maximise improved biodiversity.</p> <p><b>6. Parish Council-owned assets and community assets</b></p> <p>a) Catalogue and Review of all assets: Cllr Enser had reviewed the asset spreadsheet and thought updates for the southern section of the villager were possible; she suggested also a new column to show the date of the most recent update for each item and the re-instatement of a column to show the condition of each asset.</p> <p>Cllr Enser circulated a photograph of recent vehicle damage to the Pound caused by someone now driving over it regularly. Councillors recommended discussion of erosion of such areas, including the east end of Mill Lane, be</p>	<p>RP/ BE</p>

<p>discussed at the next meeting; parking options and associated erosion at South Green should also be discussed at the next meeting.</p> <p>b) Gravel Pit field, grazing agreement: the revised arrangements were acceptable to the potential licensee and a final version would be circulated a legal check and for Councillors' approval, with a view to the license commencing on 1<sup>st</sup> April.</p> <p>c) Orchard project: No update.</p> <p>d) Allotments: Cllr Enser advised that the Allotment Association's AGM would take place on 4<sup>th</sup> March.</p>	All
<p>Councillors recommended that representatives various village groups and societies, such as of KWACS, the Orchard Project and the Allotment Association be invited to future meetings to give updates.</p>	RP
<p><b>7. Maintenance (Parish Council and community assets): priority actions</b></p>	
<p>a) Village Footpaths and bridleways including Pound; broken gate on footpath from Hatchway to Pound; Quarry; Canal: Cllr Enser reported that following requests to Cherwell DC and the Canal and River Trust the steps at the Quarry had been repaired and the fallen tree had been removed.</p>	BE
<p>Gate on footpath Hatchway to Pound: Cllr Enser advised that OCC Countryside Access would contact the owners.</p>	
<p>b) Replacement tree planting: no updates; Cllr Conway would liaise with Miss Marsh. Boward's tree health and safety survey August 2022 and scheduled remedial work: Cherwell DC's Tree Officer required a new TCA (application for works to trees in a Conservation Area) for the scheduled work to the trees alongside Molly Minns lane. He had advised there was no urgent safety requirement for the work. The Clerk had written to Boward's and awaited a response.</p>	JC RP
<p>c) Mowing contracts 2023, quotations: Greenscape Inspires quote for Greens mowing at £165 plus VAT per cut, unchanged from the previous year: <b>Resolved:</b> accepted, the first cut to be 14<sup>th</sup> March earliest; Ady Podbery quote for Sports field: not yet received. Sports field outfield: Councillors noted that spares might still be available for the Toro mower but confirmed the machine was near the end of its working life. It was suggested that Greenscape might be able to undertake this area at some point, and if so KWACS should be approached for advice on the timing and frequency.</p>	RP RP
<p><i>At 6.50 p.m. Cllr Conway invited Cllr Simpson to report on County Council matters – see Item (4) above.</i></p>	
<p><b>8. Village Hall, Sports Field and Play Areas</b></p>	
<p>a) KVMHC Committee meeting 20<sup>th</sup> February: the men's lavatories were out of order.</p>	
<p>b) Sports field &amp; outfield maintenance: Cllr Grimshaw reported the site visit to discuss the demolition of the Scout Hut had been postponed awaiting an asbestos report.</p>	DG
<p>c) Sports field Play Area: Cllr Grimshaw reported the Playdale inspection visit had gone well. Some posts had been confirmed as rotting and a quote was awaited, and some elements might be within the guarantee period. Otherwise the Playdale report described the risks associated with the current condition of their equipment as fairly low. He supported Mr Draper's suggestion that school parents be asked to help look after the Play Area; Cllr Conway offered to liaise with the Headmistress, Mrs Baker. Gossway Fields Play Area: Cllr Grimshaw said the sign was worn and should be replaced; the Clerk would forward the supplier details for the sign at the Sports Field Play Area.</p>	DG JC RP
<p>d) Churchyard extension: a replacement cheque for £2,160 had been issued to the Parochial Church Council, as the PCC's solicitors Winckworth Sherwood were unable to bank the cheque for this sum previously raised by the Parish Council. Cllr Conway, the Very Revd Wilkes and the Clerk would meet by Zoom the following week to discuss aspects of the transfer of title.</p>	JC/ RP
<p><b>9. Parish Services</b></p>	
<p>(a) 250 bus service: as above. Cllr Chacksfield had asked Mr Charlesworth to put the new timetable on the Village website.</p>	
<p>(b) Community Shop: the Shop Steering Group had circulated a village-wide survey, for return to the Group around the end of the month.</p>	
<p><b>10. Recent Parish Events, Correspondence</b></p>	
<p>Lamb Ale 2023 weekend (2nd to 5<sup>th</sup> June 2023): Hebborn's had not yet replied to the Council's formal invitation letter which at the recommendation of the Showmen's Guild had requested a written response by the time of this meeting. The Showmen's Guild had suggested the Council contact them again if there were no response from Hebborn's as it</p>	

<p>might be able to help if Hebborn's were not available. <b>Agreed:</b> the Clerk would phone Hebborn's. Cllr Enser had liaised with Mrs Baker; Cllr Enser would now contact Nigel Holt, of Kirtlington Morris.</p> <p>Other: Mrs Banks referred to her recent letter to the School and Parish Council expressing concern about safety at School drop off and pick up times. Cllr Conway confirmed the School was actively engaging with school parents about safety at these times. Councillors agreed with Mrs Banks' observation that drivers were ignoring the 20 mph signs. Cllr Enser suggested that a build-out in the vicinity of the School would be unwise as it would encourage parents to cross the road there even if it was not safe as the sightlines were very poor. Cllr Conway advised any traffic calming plans needed County Highways approval before being presented to the village, and would then need village endorsement before being put in place.</p> <p><b>11. Planning</b></p> <p>(a) Cherwell Local Plan 2040 Review, delay to 6-week public consultation; impact on local development: <b>JC</b></p> <ul style="list-style-type: none"> <li>i. Cherwell District Council's housing land supply, at 5.4 years</li> <li>ii. Mid-Cherwell Neighbourhood Plan (MCNP) – concurrent review</li> <li>iii. Jersey Cottages site (Hextall Twiddy potential planning application )</li> <li>iv. Corner Farm site (Manorwood Homes application 22/03049/OUT, determination date not yet known)</li> <li>v. Conservation area; proposed site for Community Shop</li> </ul> <p>(i) Cllr Conway outlined the current status of Cherwell District Council's review of the Cherwell Local Plan 2040: Cherwell DC's Scrutiny Committee had stipulated a revision of the Local Plan 2040 Review, thus the public consultation on the Local Plan 2040 Review was delayed and at present there was no indication of a timeframe for its commencement. It seemed Cherwell DC's housing land supply was at 5.4 years (<i>Clerk's note: in which case the Review's current proposed requirement for 46 new homes in Kirtlington might fall away</i>) but some thought this uncertain. The MCNP (Mid-Cherwell Neighbourhood Plan) Review team was moving forward in its concurrent statutory review of the MCNP policies, and as the present version of the Cherwell Local Plan 2040 proposed development in the NP's three Category A villages (Kirtlington, Steeple Aston and Fritwell), was considering the possibility of allocating sites in these member parishes. Martin Lipson (MCNP Chairman) asked if Kirtlington Parish Council could now formally agree that the Review team take forward a site assessment process in the village on its behalf.</p> <p>Councillors discussed the difficulty of delegating a site allocation process to the MCNP Review team given it was not possible to predict what the revised Cherwell Local Plan 2040 policies would be. There was some support for the MCNP process, but overall it was felt there was not enough information on the likely final form of the District's proposals to be able to agree to a site allocation by the MCNP Review team. <b>Resolved:</b> Cllr Conway would revert to Mr Lipson to advise the Parish Council was not able to choose a site allocation process by the MCNP Review team; Cllr Conway would also ask for further information on the planning consultant who might be assisting MCNP and on the criteria behind the housing numbers suggested for the three MCNP Category A villages.</p> <p>(ii) As above; (iii) and (iv) see later.</p> <p>(v) It was suggested discussion of the shop in this context (planning considerations including Conservation Area constraints) could not take place until the result of the survey was known.</p> <p>(iv) Cllr Conway invited Mr Moore to update the Council on this proposal. Mr Collinge reported on correspondence with OCC Highways about access and with the Cherwell DC Case Officer about Policy PD1 of the Mid-Cherwell Neighbourhood Plan and was awaiting a response.</p> <p>Cllr Conway asked Councillors if they wished to work on a way forward and perhaps visit the site as a group, given that advice from the Planning Subcommittee that it was likely Kirtlington would be required to deliver homes. Mr Collinge suggested the Case Officer attend such a site visit; Councillors recommended the Planning Subcommittee also attend if a meeting were to be arranged.</p> <p>Councillors commented as follows: it would be good to be pro-active but this was difficult as it was not yet known how many homes might be required by Cherwell DC; all Councillors were concerned that development at this site should be contained, and that there was a risk that if a small number of homes were allowed now it would facilitate unwanted expansion in future; it was suggested that as the Council represented the village it would be good to consult the village first, thus if this step was to be taken it should be publicised in advance by all available means, also the Planning Subcommittee should be involved.</p>	<p>RP BE</p> <p>JC</p>
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<p>Mr Moore welcomed possible engagement with regard to the current application (8 homes) but would need to consult his client as to whether a slightly larger number was acceptable (i.e. to facilitate affordable housing). He offered to help pay for the printing costs of any agreed village circular. It was agreed that the Cherwell DC Case Officer and the Planning Subcommittee would need to be consulted.</p> <p><i>Mr Collinge, Mr East and Mr Moore left the meeting at 8 p.m.</i></p>	
<p>(b) Monthly Parish planning application report:</p> <p>No Councillor comments on the applications listed. With regard to the recent refusal of permission for the Cherwell Concrete retrospective application at Enslow, the applicant had submitted an appeal. <b>Resolved:</b> the Parish Council would re-submit its original objection.</p>	JC
<p>Great Wolf, Chesterton: OCC Highways had sent advance notice of a TTRO (temporary road closure) in connection with access works for the development. The A4095 east of the B430 would be closed from 24<sup>th</sup> April to 21<sup>st</sup> July. Councillors agreed the proposed diversion along Akeman Street could be problematic and should be publicised; Cllr Enser offered to contact Highways for further details.</p>	BE
<p>(iii) Jersey Cottages site (Hextall Twiddy potential planning application): in view of the possible site visit at Corner Farm Cllr Enser suggested engagement with regard to the Jersey Cottages site also, and recommended village wishes were recognised, in particular in relation to a need for small properties.</p>	
<p><b>12. Parish Council priorities</b></p>	
<p>(a) Website and Facebook communications with the village: Cllr Chacksfield would continue to do posts to Facebook as Alex Charlesworth advised it was very difficult to set up a Parish Council Facebook page. The Village News calendar was now on the website.</p> <p>(b) Rural England Prosperity Fund, submission of interest (digital notice board): no update to report.</p>	
<p><b>13. Finance</b></p>	
<p><b>Monthly receipts &amp; payments:</b> the Council <b>approved the proposed payments</b> (schedule as presented to the meeting and published on the Village Website).</p> <p><b>The Parish Council's Draft Budget 2023-24:</b> Cllr Conway recommended increased sums for various cost items (e.g. Boward's tree surgery at £7,000, South Green additional costs such as wooden bollards at £2,000, a replacement ride-on mower at £5,000, contributions to a digital notice board at £6,000) and would forward details to the Clerk. Cllr Enser recommended the purchase and installation of two new dog bins and would make further enquiries about the cost and Cherwell DC's emptying charges. <b>Resolved:</b> the Draft Budget to include the above and be presented to the Council for approval at the March meeting.</p>	JC/ BE/ RP
<p><b>14. Dates of the next Parish Council meeting(s)</b></p> <p>Monday 27<sup>th</sup> March.</p>	
<p><b>15. Other matters of information not elsewhere on the agenda (not for debate/decision)</b></p>	
<p>(a) Other matters</p> <p>Coronation celebrations, Saturday 6<sup>th</sup> to Monday 8<sup>th</sup> May: <b>resolved:</b> the Clerk would contact the WI to ask if they might be able to arrange something similar to the 2022 Jubilee celebration.</p>	RP
<p>(b) Agenda items for future meetings:</p> <p>Cherwell Local Plan 2040 Review  MCNP policy review in conjunction with Cherwell Local Plan 2040 Review  March: U-Live (festival promoters) to attend ref Kite Festival 2023  March: Annual review of effectiveness of system of internal control  Ongoing: Parish Council assets – maintenance; replacement tree planting, tree surgery; Village website review</p> <p>The meeting closed at 9.00 p.m.</p>	
<p>Signed <i>Jean Conway</i> Chair 27/03/2023 Date</p>	