

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Church of St Mary the Virgin on Monday 27th June 2022 at 6.15 p.m.

Present: Mrs K Chacksfield (from 6.21 p.m.) Ms J Conway (Chair), Dr B Enser, D Grimshaw,
Mrs R Powles (Clerk)

	Action
<p>1. Apologies</p> <p>Cllr Simpson (Oxfordshire CC); Cllr Wood (Cherwell DC).</p> <p>2. Declarations of pecuniary interests / other conflicts of interest</p> <p>None.</p> <p>3. Approval of the Minutes of the Annual Council Meeting held on 23rd May 2022</p> <p>The Minutes were approved and signed.</p> <p>4. District & County Councillor Reports / Members of the public</p> <p>Cherwell DC had circulated its monthly report to parishes that day.</p> <p>Cllr Simpson had circulated his County report to parishes previously.</p> <p>There were no members of the public in attendance.</p> <p>5. Parish Council Roles and representatives</p> <p>Further to the appointments confirmed at the meeting on 23rd May the following Subcommittee members and other representatives were confirmed:</p> <p>(a) Finance Subcommittee: Cllrs Chacksfield and Conway.</p> <p>(b) Other roles / reps:</p> <p>(i) KVHMC (Kirtlington Village Hall Management Committee): Cllr Conway</p> <p>(ii) Police Liaison: Cllr Enser</p> <p>(iii) Play Area / Sports field: Cllr Grimshaw</p> <p>(iv) Village Facebook posts: Cllr Chacksfield</p> <p>(v) OCC Highways e.g. roads and pavement repairs: Cllr Conway</p> <p>(vi) Footpaths, grass verges and environment: Cllr Enser</p> <p>(vii) Assets: Cllr Enser</p> <p>Play Area and Sports field: the Clerk would circulate the key information on the mowing and maintenance arrangements.</p> <p>Village Facebook page, occasional Parish Council communication of important matters: Councillors discussed possible ways to improve publicity and communication of village information, the Village Shop no longer being an option. It was recognized the village website was inadequate at present and in general websites were not much used by younger people, but had the advantage of being free. An outdoor digital “live” display might be an option, subject to identifying a suitable location. Recent experience suggested about 50% of villagers appreciated printed information and were happy to pay in cash e.g. for tickets for local events. The Clerk would arrange a meeting with Cllr Enser and Mr Charlesworth to discuss website updates and other means of improving it.</p> <p>Pavement/roadside planters: the Clerk would forward Dr Macbeth’s notes to Cllrs Conway and Enser.</p> <p>Footpaths and verges: Cllrs Conway and Enser hoped to engage the assistance of parishioners.</p>	<p>RMP</p> <p>RMP/ BJ/ AC</p> <p>JC/ BE</p>

<p>6. Highways (including road safety, place-making and traffic calming)</p> <p>(a) OCC 20mph Steering Group and KPC Traffic Subcommittee: Cllr Conway would attend the next Steering Group meeting on Friday. Cllr Tim Bearder had left the Cabinet's highway management role and would be replaced by Cllr Andrew Gant.</p> <p>(b) School flashing sign, application for County Councillor Priority funding: Cllr Simpson had indicated support for the project and was due to meet School staff members.</p> <p>(c) OCC Highways maintenance e.g. roads and pavement repairs: <i>see 5 (v)</i>.</p> <p>(d) Highways verges maintenance: Cllr Enser had met Ms Trudy Brock and inspected the verge areas for mowing under the Parish Council's delegated arrangement with OCC Highways. A booking had been made for July. Some verge areas were demarcated to remain uncut, for the KWACS wildflower initiative. Cllr Enser would mark up the original maps provided by OCC and liaise with KWACS. Councillors noted lack of visibility caused by overgrown vegetation was a hazard for drivers at some locations.</p> <p>Community Speedwatch: Cllr Conway advised Mr Pete Shaw had taken this on.</p>	BE
<p>7. Parish Council-owned assets and community assets</p> <p>(a) Catalogue and Review of all assets: See above, Item 5 (vi). Cllr Enser would continue the review.</p> <p>(b) Gravel Pit field: Resolved: the review of the current informal agreement for grazing the pasture area commenced by the former Parish Council Chairman should be pursued with a view to setting up a formal agreement.</p> <p>(c) Orchard project, application for grants for access improvements: no updates at 27th June.</p> <p>(d) Allotments: no updates at 27th June.</p>	BE
<p>8. Maintenance (Parish Council and community assets): priority actions</p> <p>(a) Degradation of Village Greens; (b) Village Footpaths including Pound: Councillors noted the erosion by cars of the edges of South Green and the Pound in particular and would discuss options further at the next meeting.</p> <p>(b) Mill Lane: Councillors agreed an additional sign would be desirable, similar to the one at the end of the tarmacked section which stated the bridleway status of the lane. Cllr Chacksfield would provide information and costs for an additional sign, including posts.</p> <p>(c) Bridleways: Councillors noted parishioner sentiment with regard to the metal field gate in Crowcastle Lane.</p> <p>(d) Notice board repairs: resolved: the notice board near the Heyford Road bus stop should be removed. The Clerk would approach a parishioner who might be able to do this, and would contact Dr Macbeth for advice on the usefulness of the notice board at the entrance to Gossway Fields.</p> <p>(e) Toro mower repair: Cllr Conway hoped to progress this shortly.</p> <p>(f) Replacement tree planting, tree health and safety survey, tree surgery: Councillors agreed a health and safety survey of the trees in the Sports field and Play Area should be expedited. The Clerk would draw up a schedule of the Parish Council owned trees and arrange to meet Cllr Grimshaw to inspect those in the Sports field and Play area and the other trees (i.e. at the Greens, the Pond and the Pound), with a view to confirming a booking with Sylva. Ms Marsh hoped to progress an order for the previously recommended replacement trees from the autumn.</p>	All KC RMP JC RMP/ DG
<p>9. Village Hall, Sports Field and Play Areas</p> <p>(a) KVMHC Committee meeting 20th June: Cllr Conway had attended.</p> <p>(b) Sports field & outfield maintenance; (c) Sports field Play Area, summer weeding, play bark top-up: retired Cllr Jenkins had sent notes.</p>	
<p>10. Parish Services</p> <p>250 Bus service; a parishioner had written to request support for continuation of the service: Council member would liaise with Dr Macbeth (parish public transport rep).</p> <p>(b) Community Shop – no update at 27th June.</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 – no update at 27th June.</p>	
<p>11. Recent Parish Events, Correspondence</p> <p>(a) Kite Festival Kirtlington Park, 10th to 12th June 2022: Councillors noted it was a License condition that the promoters U-Live attend a Parish Council meeting after the event for two-way feedback. U-Live were not able to attend this evening; Cllr Conway would write to U-Live.</p>	JC

<p>(b) Kirtlington Lamb Ale Weekend, 10th to 13th June 2022: Hebborns' funfair had not attended and had given no warning. The Clerk had contacted Mr Hebborn who had offered to pay the pitch fees outstanding for the years to date, including this year. Councillors noted the disappointment of parishioners, particularly children. With options for next year's Lamb Ale in mind, reasons for the non-attendance of the funfair at Lamb Ale would be pursued with Mr Hebborn and Cllr Conway would mention Lamb Ale to the school headmistress.</p>	RMP
<p>12. Planning</p>	
<p>(a) Mid-Cherwell Neighbourhood Plan (MCNP) (i) MCNP Forum meeting Weds 8th June: Ms Marsh as Parish Council rep on the Forum had circulated a summary. (ii) Parish Council representation on Forum: resolved: Cllr Conway would also be a rep but voting was restricted to two reps and would remain with the current reps, Dr Macbeth and Ms Marsh. Retired Parish Council Chairman David Richardson had agreed to remain as a rep on a stand in basis. (iii) Member parishes to review the NP during 2022-23 to parallel the Cherwell Local Plan Review: ongoing.</p>	JC
<p>(b) Oxfordshire Strategic Railfreight Interchange first stage (non-statutory) public consultation closing 4th July 2022, Parish Council's formal response: Cllr Conway would liaise with Ms Marsh on the submission of a response; Councillors noted MCNP Chairman Martin Lipson's observation that responses to the future live planning application anticipated for 2023 would be more significant.</p>	
<p>(c) Land at Jersey Cottages - Hextall Twiddy and Abbeymill Homes, proposals of 8th March 2022, Parish Council's comments (subject to review in the event of a validated and live planning application): Ms Marsh would draft a response to be reviewed and sent before the July meeting.</p>	All
<p>(d) Monthly Parish planning application report: No comments from Council members.</p>	
<p>13. Finance</p>	RMP /JC
<p>(a) Monthly receipts & payments: the Council approved the proposed payments (schedule as presented to the meeting and published on the Village Website).</p>	
<p>(c) Annual Governance and Accountability Return (AGAR) 2021/22 (as circulated and published on the Village Website):</p>	
<p>(i) The Annual Internal Audit Report 2021-2022 by the Internal Auditor, Mr Steve Rice: this was received and noted. Mr Rice made additional comments:</p>	
<p><i>-Quotes: as noted last year, it would be beneficial to obtain several (minimum of 3?) quotes for the bigger expenditures (eg: regular mowing business). In a period of high inflation, this is more important than ever before- contractors are likely to be looking for price increases, so ability to compare quotes gives the opportunity to better evaluate.</i></p>	
<p><i>-Banking: KPC uses a very 'cheque based' system. Whilst appreciating some of the merits, it may be time to move towards more internet banking. It would likely save administrative time for KPC, and would certainly be appreciated by most external parties dealing with KPC.</i></p>	
<p>Quotes: Councillors noted the comments were particularly relevant to the mowing contracts for the Sports field and the Greens.</p>	
<p>Banking: Councillors recommended a move to internet banking, to include safeguards on the approval of payments (two signatories were required at present for cheque payments) and a review of the account signatories.</p>	
<p>(ii) The Annual Governance Statement 2021-2022 (AGAR Section 1): this was approved.</p>	
<p>(iii) The Accounting Statements for the year ending 31st March 2022 (AGAR Section 2): these were approved.</p>	
<p>Cherwell DC grant for ringfenced sum for the Churchyard Extension (now £3,419.71): the Very Revd Wilkes and Cllr Conway were liaising on the next steps for the extension, to include an archaeological survey of the land in question. Councillors noted there were no restrictions on how the ringfenced sum was spent in relation to the project.</p>	
<p>17. <u>Date of the next Parish Council meeting</u></p>	
<p>Monday 25th July at 6 p.m., in the Church. The venue for winter meetings should be reconsidered.</p>	

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:

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

Parish Council assets – maintenance

From September - replacement tree planting, tree surgery

Village website review

Adoption of the Local Government Code of Conduct (adopted by Cherwell DC on 18th May)

The meeting closed at 9 p.m.

Signed

Jean Conway

Chair

Date

25/07/2023