

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Hazel Room (Village Hall) on Monday 27th March 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: Ms E Darling, Ms A Dilks, Ms C Frey-Mills (U-Live, Kite Festival event management) to 6.45 p.m.
 Cllr Barry Wood (Cherwell District Council) 6.20 p.m. to 7.17 p.m.
 Ms K André, Mrs C Hawkesworth, Mr M Shackleton, to 7.35 p.m.; Mrs A Banks to 8.56 p.m.,
 Mr John East, Mr Dan Moore (Manorwood Consultancy Ltd) to end Agenda Item 13
 Ms L Bailey

	Action
<p>1. Apologies</p> <p>Cllr Nigel Simpson (Oxfordshire County Council).</p> <p>2. Declarations of pecuniary interests / other conflicts of interest</p> <p>None.</p> <p>3. Approval of the Minutes of the Parish Council Meeting held on 27th February 2023</p> <p>The Minutes were approved and signed.</p> <p>4. District & County Councillor Reports / Members of the public</p> <p>Cllr Conway asked all present to introduce themselves.</p> <p>2023 Kite Festival, Friday 9th to Sunday 11th June (Agenda Item 5): Cllr Conway invited the U-Live representatives to speak about the plans for this year's festival.</p> <p>Ms Dilks reported the 2022 festival had been very successful and outlined the 2023 build and de-rig schedule, to commence on 31st May with site clearance complete on Friday 16th April. The U-Live team would be happy to send two updates to the Parish Council after this year's event. The main changes for 2023 were that attendance was expected to be at about 6,000 (Saturday) up from 4,000 in 2022; attendance would be a mix of day tickets and a camping audience with the camping audience now up at about 50%. U-Live were promoting public transport and with traffic management plans were aiming to keep traffic clear from central Kirtlington as far as possible. Solar power would be used when possible and after the event Oxford food charities would distribute any surplus food. As last year there would be a Residents' Hotline and 50% ticket cost discount for residents, tickets being available online or at the Oxford Arms. She would forward a draft Residents' Information letter. The Clerk would send on details of the new 24 bus service and the TTRO (road closure) at Chesterton due to start on 24th April; the Council would review the Residents' Information letter and then help distribute the agreed version via the village social media and notice boards.</p> <p>Councillors asked for assurance that ticket conditions for residents would not give rise to the same concerns about re-entry as in 2022; also for further detail on traffic management, also for further detail on the use of renewable energy.</p> <p><i>The U-Live team left the meeting at 6.45 p.m.</i></p> <p>Cllr Conway invited Cllr Wood to report on Cherwell DC matters. Cllr Wood outlined the status of the Local Plan public consultation, currently paused; he suggested this might now be held from end June to July, or from end July to August. On the question of whether Districts would have to absorb Oxford City Council's apparent housing shortfall he advised that whether the OCC consultant's assessment of such figures was accepted would now be determined in public. With regard to the District's power to stipulate use of sustainable energy for infrastructure projects (such as sewerage and use of solar power) he advised this could be done by planning condition although this was not always welcomed by developers.</p> <p>Cllr Enser asked whether at this stage rural parishes could estimate the number of new homes which might be needed; Cllr Wood said it was possible that number might be lower than suggested previously but the emphasis for distribution would still be at urban settlements. He advised that, as at today, Cherwell DC had a five-year housing supply.</p>	<p>RP All</p>

<p>Mr Moore asked for information on how Cherwell DC calculated its housing supply numbers; Cllr Wood suggested he contact the District Council with a view to arranging a “Teams” meeting. Cllr Conway requested she be copied in if such a meeting were arranged.</p> <p>There were no further questions from the Parish Council; Cllr Conway thanked Cllr Wood; <i>Cllr Wood left the meeting at 7.17 p.m.</i></p> <p>Cllr Conway invited Mrs Hawkesworth to report on the recent Community Shop survey results to be published in the Village News, and asked Council members to comment. Cllr Grimshaw confirmed the support of the landowners. Councillors agreed that the Steering Group’s analysis of their survey returns indicated a high level of support and noted that the Farmers’ Market on 20th May would yield useful information. Councillors noted there was still concern about access via South Green and the impact on South Green residents, and queried the feedback from those residents. Mr Shackleton advised 9 were in favour and 7 were against. Mrs Hawkesworth indicated the new legal entity (when established) might be able to contribute to South Green maintenance costs. Mr Andrew Banks had suggested a traffic consultant might be employed. Councillors suggested the Council might also approach South Green residents for their views, and that a one-way system might be appropriate, and that a traffic consultant should factor in visitors to Mill Lane and elsewhere who then might drive on to the shop.</p> <p>Mrs Hawkesworth anticipated the Plunkett Foundation would complete its assessment of the project by the end of April. She hoped the next step would be to obtain planning permission and the Parish Council’s support would be helpful in this regard. Councillors referred again to concerns about the Parish Council’s potential liabilities. Cllr Conway advised the Parish Council would need to consider the question further before indicating its response.</p> <p><i>Mrs Hawkesworth, Ms André and Mr Shackleton left the meeting at 7.35 p.m.</i></p> <p>6. Highways (including road safety, place-making and traffic calming)</p> <p>(a) OCC 20mph Steering Group, meeting on 22nd March: Cllr Conway reported other options were being considered such as white gates. It seemed likely OCC would pay for the recalibration of the VAS (vehicle activated sign) to 20mph.</p> <p>(b) Parish Council Traffic Subcommittee, next meeting 31st March: Ms Marsh and Mr Prior continued to work on the village traffic calming requirements.</p> <p>(c) OCC area weight restrictions engagement activity for local stakeholders, 10th March – 10th April 2023: Cllr Conway would submit the Powerpoint presentation sent previously to Cllr Enright.</p> <p>(d) S106 monies for parishes around Heyford Park, further to meeting of 23rd March: Cllr Conway had objected to the proposed equal division of the monies, at £75,000 per parish. The full sum would not be available until the last of the new homes had been built but the first tranche would be received when the Parish Council’s traffic calming plans had been approved. The S106 funding could only be spent on traffic calming measures.</p> <p>(e) OCC Highways maintenance e.g. roads and pavement repairs: no updates.</p> <p>(f) Footpaths, grass verges and environment, Liquidambar styraciflua planted 14th March in verge at North Green by contractors working for OCC (OCC deemed this area Highways verge): Councillors noted it was not clear OCC had a claim to title of the verge here and ownership should be clarified as it might affect the Council’s plans to restore the verges. The Clerk would write to OCC’s Tree Officer and forward to Parish Councillors copies of the Parish Council’s relevant Land Registry title documents.</p> <p>7. Parish Council-owned assets and community assets</p> <p>(a) Catalogue and Review of all assets: no updates to report.</p> <p>(b) Gravel Pit field, grazing agreement: Cllr Enser confirmed Mrs Price was content with the revisions to the License. Resolved: the Parish Council to now sign the License, Cllr Enser to arrange a meeting with Mrs Price and her witness to obtain their signatures. Cllrs Chacksfield and Conway signed the License on behalf of the Parish Council.</p> <p>(c) Orchard project: no update.</p> <p>(d) Allotments: Cllr Enser reported on the Allotment Society’s AGM: the Society’s Chair was to write to the Parish Council: the Society wished to leave its hedges uncut for approximately 2 years, in line with the hedge plans for the community orchard, with view to their being laid. Grant applications would be needed for the laying work. Members also hoped to create a wildlife pond, and asked the Parish Council’s permission to create a gap to Gravel Pit field for access to manure. Resolved: no objection, provided that what was done was legal and viable. Cllr Enser would revert to the Society.</p>	<p>JC</p> <p>RP</p> <p>BE</p> <p>BE</p>
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<p>8. Maintenance (Parish Council and community assets): priority actions</p> <p>(a) Village Footpaths and bridleways including Pound; broken gate on footpath from Hatchway to Pound; Quarry; Canal: Gate on footpath Hatchway to Pound: Cllr Enser reported that OCC Countryside Access had received a positive response from the owners and she had asked OCC to provide further information as the owners had not been clear about what would be done or when. Mr East advised that as a tenant of the landowners he was aware that they had some remedial action planned. Cllr Enser thanked Mr East for his comments. Canal: Cllr Chacksfield reported on her recent correspondence with the Canal & River Trust about vehicles being parked at the lockside during a fishing event. The Trust had replied to advise it did not intend to take action at present.</p> <p>(b) Kirtlington Conservation Area and village centre – protection of public amenity and heritage; Kirtlington Conservation Area’s status as a planning consideration.</p> <p>(i) 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: Councillors discussed the possible provision of more bollards, particularly at South Green. More bollards at South Green might have to be removable and liaison with Hebborn’s might be fruitful v/v the access required to set up funfair installations. Agreed: to arrange a walking inspection.</p> <p>(ii) Request for creation of hardstanding parking area on South Green verge at 2 The Green: Councillors suggested that the surface of such a parking area should instead allow drainage and facilitate grass growth, such as grass mats or Grasscrete, also that it might be desirable if the same surface were installed at 1 The Green. It was suggested it might not be in the Council’s interests to condone the installation of a permanent parking area here. Noted: grass mats were not robust enough for long term daily parking use. Resolved: green tinted Grasscrete was acceptable and Cllr Conway would respond to the property owner.</p> <p>(c) Boward’s tree health and safety survey August 2022 and scheduled remedial work, on hold pending approval of further TCA for tagged trees: the Clerk had written to Boward’s to request a new TCA, Boward’s had made initial contact with their tree inspector.</p> <p>(d) Mowing contracts 2023:</p> <p>(i) Sports field mowing contract 2023, noted: Ady Podbery’s quotation of £100.00 plus VAT per cut, received shortly after the last meeting, had been accepted as the price increase was reasonable. Mowing was due to start in late March. Ady Podbery quotations for Sports field Herbicide and Fertiliser treatment (e.g. 18 x 20 kg bags of 12-6-6 NPK Outfield Fertiliser to the main field for the sum of £625.00 plus VAT): Resolved: to decline herbicide treatment, to make further investigations about the most appropriate strength of fertiliser and the cost.</p> <p>(ii) Greens mowing contract: the first cut scheduled for 21st March had not taken place.</p>	<p>JC BE</p> <p>JC</p> <p>RP</p> <p>RP All</p>
<p>9. Village Hall, Sports Field and Play Areas</p> <p>(a) KVMHC Committee: no updates.</p> <p>(b) Sports field & outfield maintenance: Cllr Grimshaw continued to liaise with Mr Nicholson about the planned demolition of the Scout Hut. Cllrs would consider a future use for the site, possibly as a garden area.</p> <p>(c) Sports field Play Area: Cllr Grimshaw reported the defective Playdale timbers would be replaced in the near future. Gossway Fields Play area replacement sign; cost details awaited.</p>	<p>DG</p>
<p>10. Parish Services</p> <p>(a) 24 bus service: Mr Dave Harrison of OCC had circulated timetable adjustments to take effect from 3rd April; these would be published on the Village website and Facebook page.</p> <p>Also for publication – the new photo ID requirements for voters; the TTRO (road closure) at Chesterton commencing 24th April; the Government Emergency Alert trial of 23rd April.</p> <p>(b) Community Shop: Councillors discussed further the proposals for the Shop, in the light of the Survey results as presented by Steering Group members earlier in the meeting. Noted: the Survey results indicated a high level of parishioner support; the desirability of supporting the wish of parishioners; that the success of the project could not however be predicted with certainty; the independent role and function of the Plunkett Foundation; that the Parish Council should nevertheless proceed with caution with regard to its legal responsibilities. Noted also: Councillors again suggested it was important to elicit the views of South Green residents. Other: it was suggested the project should contribute to South Green restoration and maintenance costs such as new bollards (see Item 8 (b) (i)).</p> <p>11. Recent Parish Events, Correspondence</p>	<p>KC</p>

<p>Lamb Ale 2023 weekend (2nd to 5th June 2023): Hebborn’s had today confirmed their attendance by email. Cllr Enser had met the School headmistress to discuss the possible involvement of the schoolchildren. It was anticipated some children would take part and Nigel Holt of Kirtlington Morris was happy to include them in the schedule. Ms Bailey noted that previously Kirtlington Morris had visited the school to teach Morris dancing; Cllr Enser would liaise further with Nigel Holt.</p>	BE
<p>12. Planning</p> <p>(a) Cherwell Local Plan 2040 Review, delay to 6-week public consultation; impact on local development: Cllr Conway referred to Cllr Wood’s report earlier in the meeting with regard to the uncertainty about the new dates for the consultation and suggested the Parish Council therefore remained unable to anticipate the number of new homes which might be required in the parish.</p> <p>(b) Mid-Cherwell Neighbourhood Plan (MCNP), concurrent review: the Forum had asked member parishes to propose additional Local Green Spaces for inclusion in the review. Resolved: to propose the following areas – the Gravel Pit field, whole area; verges at North and South Greens, verges at Crowcastle Lane, verges at Mill Lane, three wide verge areas at junction of Bletchington Road with A4095.</p> <p>(c) Monthly Parish planning application report: no Councillor comments on the applications listed.</p> <p>(d) WHP Telecoms Ltd, email notification 17th March of Pre Planning Consultation CWL18719 (5G Telecommunications Installation junction of Station Rd), validated as planning application 23/00750/TEL56 by the Cherwell DC Planning Department on next working day. Councillors noted this application replicated that of CK Hutchison Networks (UK) Ltd (21/03452/TEL56), dismissed at appeal on 15th February 2023. Resolved: to submit the same objection as for 21/03452/TEL56. Cllr Enser would write to the constituency MP.</p> <p><i>Mrs Banks left the meeting at 8.56 p.m.</i></p>	RP RP BE
<p>13. Parish Council priorities</p> <p>Website and Facebook communications with the village: Councillors noted recent updates to the Village Website which included the Parish Council’s request for dog walkers to take responsibility for correct disposal of dog fouling. This would also be included in the next edition of the Village News.</p> <p>Provision of dog bins: Councillors discussed the size and possible location for two new bins; Cllrs Conway and Enser would visit the sites which were near the southern and northern entrances to the Park.</p> <p><i>Mr East and Mr Moore left the meeting.</i></p>	JC BE
<p>14. Finance</p> <p>(a) Monthly receipts & payments: the Council approved the proposed and anticipated payments (schedule as presented to the meeting and published on the Village Website).</p> <p>(b) The Parish Council’s Draft Budget 2023-24: proposed revisions included £7,000 payment to Bowards for tree surgery in the new financial year, a contribution of £6,000 towards the cost and installation of a digital notice board, £1,500 to allow for the purchase of two new dog bins at £800 and annual emptying at approximately £535, and payment of £5,000 for the purchase of a replacement for the Toro ride-on mower. At end March 2024 there would be an overspend of £28,538, however the projected cash at bank at end March 2024 would be approximately £18,000. Resolved: (i) to reduce the mowing budget (Sports field and Greens combined) from £11,000 to £9,000 (ii) to approve the Draft 2023-24 Budget with the end March 2024 projected overspend now at £26,538 and cash at bank now approximately £20,000.</p> <p>(c) Annual review of effectiveness of system of internal control: Councillors noted the detailed review of the Council’s assets and financial position over recent months. Resolved: the Council was satisfied that the assessment of the level of risk (assets, financial and governance) was unchanged from previous years and the management of that risk was still appropriate.</p>	
<p>15. Date of the next Parish Council meeting(s)</p> <p>Tuesday 25th April 2023.</p>	
<p>16. Other matters of information not elsewhere on the agenda (not for debate/decision)</p> <p>(a) Other matters:</p> <p>TTRO (T11656) Temporary Road Closure - Chesterton, from 24th of April until the 21st of July. Cllr Enser reported she had met Mr Steve Jones, the contractor in charge of the roadworks at Chesterton. Mr Jones agreed Akeman Street west</p>	

of the B430 was not suitable for HGV's and signs should be set up to inform drivers of this; however, OCC Highways would make that decision. Cllr Enser would contact OCC Highways.

(b) Agenda items for future meetings:

Cherwell Local Plan 2040 Review

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 9.35 p.m.

Signed

Jean Conway

Chair

25/04/2023

Date