

KIRTLINGTON PARISH COUNCIL
Minutes of the Annual Council Meeting
held in the Hazel Room (Village Hall) on Monday 26th June at 6.00 p.m.

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

In attendance: Ms K Andre, Mrs A Banks, Mrs J Harwell, Mrs C Hawkesworth, Ms B Kemp, Ms J Leeming, Ms C Lobsang, Mr E Macfarlane (to 6.23 p.m.), D Moore (Manorwood Homes Ltd), Mrs A Mowat, Mrs M Scraggs, Mrs J Shackleton and Mr M Shackleton (from 6.30 p.m.), Mr N Sissons
 Cllr Nigel Simpson (Oxfordshire County Council and Cherwell District Council, from 6.45 p.m.),

	Action
<p>Cllr Conway invited all present to introduce themselves.</p> <p><i>(Agenda Item 11 (i), Annual Parish Meeting, 23rd May 2023):</i> Cllr Conway advised that a complaint had been received (<i>late 22nd May</i>) about the change to the original start time of 6 p.m.. Exceptional circumstances had arisen (the adjournment and rescheduling (<i>late 17th May</i>) of Cherwell DC's Council meeting) which meant only two Parish Councillors could have attended the APM at 6 p.m.; this had been considered too few and (<i>18th May</i>) the meeting had been rescheduled for 4 p.m.. On 23rd May the Parish Council had sought advice from OALC (the Oxfordshire Association of Local Councils) and had acted in good faith on that advice which was to hold the meeting at 4 p.m. In response to a parishioner comment Cllr Conway confirmed it would be recorded that the Parish Council had as described sought and acted on advice.</p> <p>1. Apologies</p> <p>None.</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 2nd May April 2023</p> <p>The Minutes were approved and signed.</p> <p>4. Approval of the Minutes of the Parish Council Meeting held on 15nd May April 2023</p> <p>The Minutes were approved and signed.</p> <p>5. District & County Councillor Reports / Members of the public</p> <p>Cllr Conway invited Mr Macfarlane (Chairman, Kirtlington Royal British Legion) to speak. Mr Macfarlane outlined the Kirtlington RBL's last year: in May 2022 he had been elected Chairman and Mr Waterhouse had been elected President. They had held a successful recruitment campaign and held social events at the Oxford Arms in addition to the Rupert Thorneloe Memorial (polo) Trophy which had raised over £800. Discussions were ongoing for a possible merger with the Kidlington and Wolvercote RBLs which had lost their clubs Mr MacFarlane advised that anyone could now join the RBL, whether or not they had a military connection. Kirtlington RBL hoped to hang their Colours in the Church; Mrs Mowat confirmed the PCC would need to apply for a Faculty and she would put it on the Agenda for the next PCC meeting.</p> <p><i>(Mr Macfarlane left the meeting at 6.23 p.m.)</i></p> <p>6. Highways (including road safety, place-making and traffic calming)</p> <p>(a) OCC 20mph Steering Group: Cllr Conway advised that surveys of speeds in the 20 mph areas had been completed. She hoped larger signs would replace the current small 20 mph signs in the village. OCC had promised to replace the VAS (vehicle activated sign). There was no progress to report at present on other speed control measures.</p> <p>(b) KPC Traffic Subcommittee, update on traffic calming proposals for village: Cllr Conway reported the replanting of the planters was now complete and she was setting up a maintenance rota for volunteers. Mr Sissons offered to assist with the planter near "The Orchard", Heyford Road.</p>	

<p>Roadside grass verges and environment: Cllr Enser reported that the current contractors who cut the village Greens were not able to increase their insurance cover to allow them to cut Highways verges. Extensive enquiries to find suitable contractors for this work had drawn a blank. She had therefore written to OCC Highways to request that they resume the task. Cllrs Chacksfield and Conway would make further enquiries with farmers who it was presumed had the necessary insurance cover.</p> <p>(c) Tree at Highways verge adjacent to Jonquil (Heyford Road): Cllr Enser confirmed this tree was the responsibility of OCC Highways.</p>	JC, KC
<p>7. Parish Council-owned assets and community assets</p> <p>(a) Orchard project: Mrs Hawkesworth said the Committee had been working hard to keep the trees alive in the recent dry conditions.</p> <p>(b) Allotments: Cllr Enser reported the Allotment Association's tenants had voted against the construction of a Thames Water connection station because of the cost, and would seek instead to improve rainwater catchment at the site. Mrs Shackleton suggested grants might be able to help with this; Cllr Enser would pass that idea back to the Association.</p>	BE
<p>8. Maintenance (Parish Council and community assets): priority actions</p> <p>(a) Kirtlington Conservation Area and village centre (<i>protection of public amenity and heritage; protection of central village area from vehicle erosion of public grassed areas at North and South Greens</i>); Parish Council survey of South Green residents' opinions. Councillors advised they were considering the survey; an initial analysis did not point clearly in one direction but in due course the aim was to publish an overview of the findings perhaps in the Village News and on the website. Parishioners present commented on the high speed of some vehicles at the entrance/exit to the Car Park and suggested signage showing a speed limit; Cllr Enser said the survey indicated varying views on how much signage there should be on the Green and residents had also suggested more speed bumps to slow down the traffic.</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 decision was not yet published.</p>	
<p>9. Village Hall, Sports Field and Play Areas</p> <p>(a) KVMHC Committee meetings, 22nd May and their AGM on 19th June: Cllr Enser had attended. The Committee had discussed their future priorities for the Hall over the coming year in the light of their last survey of the use of the hall and Parishioner feedback. Mrs Alison (former bookings clerk) would investigate marketing options. Ms Kemp suggested events and marketing students at Oxford Brookes University might be able to assist. Cllr Chacksfield queried whether the Village Hall could be advertised at the 2024 Kite Festival.</p> <p>(a) Sports field & outfield maintenance: Cllr Grimshaw reported that the Chesterton youth football teams were now using the field weekly and this provided extra income for the Village Hall. The team members came from a wide area. There might be additional football use of the sports field in the summer holidays. The new Husqvarna mower was up and running. The stile in the boundary fence with the Park was broken and he would liaise with Mr Draper and had contacted the Estate. Cllr Conway confirmed a new location had been agreed for the WI bench.</p> <p>(b) Play Areas: Cllr Grimshaw confirmed the annual inspections were booked. Proposed and agreed: the purchase of 16 bags of Play Bark for the Sports Field play area. Cllr Grimshaw reported Dr Macbeth and Mrs Thorneloe had visited the Roman Close Play Area. He had met former Cllr Brock (a resident) and carried out basic repairs to the fence to the north side, and would liaise with the other resident who had shared in the original concern.</p> <p>(c) Churchyard extension: Councillors had met members of the Parochial Church Council earlier the same evening.</p>	DG DG
<p>10. Parish Services</p> <p>Community Shop, <i>further to Steering Group outline business plan and updated design proposals prior to planning application submission</i>: Mrs Hawkesworth referred to the recent revisions to the Steering Group's business plan, as forwarded to the Parish Council, which included provision for demolition (if the enterprise failed) of the structure and for annual contributions to the upkeep of the access tracks and the car park. The next step would be to obtain planning permission, after which a Community Benefit Society could be established. Planning permission would need the Parish Council's support. Parishioners present enquired whether the business plan could be seen by others; Cllr Conway suggested the Steering Group might wish to seek feedback on the business plan from parishioners with relevant business expertise who were known to them. Councillors noted that the provision for demolition costs should be ringfenced and that the provision for legal fees was low. Councillors confirmed they supported the concept of a shop as a community hub and would consider the revised business plan in order to provide written feedback and hoped the Steering Group would be able to attend the next meeting.</p>	All

Cllr Conway invited Cllr Nigel Simpson to report on County and District matters.

Cllr Simpson described ongoing work to remedy the drainage problems in Troy Lane; a camera survey showed that tree roots appeared to be the major cause of the problem. A return valve would be installed. If this failed Thames Water would install a large soakaway. In addition OCC Highways was aware of a sink hole opposite The Glebe. At District level the revised draft Local Plan was currently scheduled to go before Cherwell DC's Executive Committee on 4th September; this would be followed by a public consultation period of 6 to 8 weeks, from late September. Grant funding was available from Cherwell DC for sport and leisure.

11. Recent Parish Events, Correspondence

(i) Annual Parish Meeting, 23rd May 2023: *as above*.

Lamb Ale 2023 weekend (2nd to 5th June 2023), format, funfair provision, promotion of historic village event: Cllr Enser and others thought this had gone well, particularly on the Sunday with the School engagement and the schoolchildren participating in the parade and dancing again after the gap last year and record attendance at the Lamb Ale Feast (Monday).

(ii) Kite Festival, Friday 9th to Sunday 11th June: Councillors noted this had been well attended and well organized. Ms Kemp asked if there was any benefit, financial or otherwise, to the village. Councillors and Mrs Mowat advised that the organisers, U-Live, had stated there could be no consideration of financial benefit to the village for approximately the first three years.

(iii) Village Fete, Saturday 24th June: All agreed this had been extremely well organized and it had been a very enjoyable event. It seemed income might be above that of last year but this was not yet confirmed.

(Mrs Mowat left the meeting at 7.45 p.m.)

12. Planning

(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 reported the review was being progressed collectively.

(b) Land at Jersey Cottages: Hextall Twiddy and Abbeymill Homes, proposals presented to the Parish Council 15th May 2023 (supersedes proposals presented March 2022): no updates.

(c) Cherwell DC Executive Cttee 3rd July: Cherwell Local Plan Regulation 18 Consultation, To consider the draft review of the Cherwell Local Plan for consultation (subject to any change of date): postponed, *as above*.

(d) Monthly Parish planning application report: no Councillor comments on the applications listed.

13. Parish Council priorities

Website and Facebook communications with the village: Cllr Enser reported few village groups had updated their individual pages on the website and repeated that Mr Charlesworth was happy to offer Wordpress training to anyone who needed it. Rural England Prosperity Fund; submission of interest (Digital Notice Board): Cllr Chacksfield had no information on the submission of interest but repeated that if the Community Shop were built it would be the best location for the Notice Board.

Other: Cllr Chacksfield reported on the proposals to close the access route from the east to Tackley station. Network rail had been running consultation events on the proposed replacement railway crossing for the footpath and bridleway at Tackley. Kirtlington users have not been directly informed or consulted. There were 2 public consultation meetings in Tackley Village Hall in June. Concerns have been raised that the proposed bridleway route to the west is too close to the railway line and unsafe. Closure of the existing footpath and platform access from the east will mean pedestrians from Kirtlington will have to walk around the new route, shared with the bridleway, to the west side and cross the line at platform level. Mrs Bryson attended the meetings and voiced concerns from Kirtlington aspect. There was still time to complete Network Rail's online feedback.

14. Finance

(a) Annual Governance and Accounting Statements (AGAR) 2022-23

(i) Annual Internal Audit Report: The Council **received and noted** the Report and the additional notes to Questions K and M (as published on the Village website).

(ii) Section 1, Annual Governance Statement: The Council **considered and approved** the Governance Statement and the additional note to Question 4 (as published on the Village website)

(iii) Section 2, Accounting Statements: The Council **considered and approved** the Accounting Statements.

<p>(iv) Noted: the Notice of Public Rights would be published (website and notice boards) on 27th June, and the period for the exercise of public rights was 28th June to 8th August.</p> <p>(b) Monthly receipts & payments: the Council <i>approved the proposed and anticipated payments</i> (schedule as presented to the meeting and published on the Village Website).</p> <p>(c) Provision of two dog bins, further to the 2023-24 approved Budget: no update.</p> <p>15. Date of the next Parish Council meeting</p> <p>Next Parish Council meeting: provisionally Tuesday 18th July.</p> <p>16. Other matters of information not elsewhere on the agenda (not for debate/decision)</p> <p>(a) Other matters: Cllr Grimshaw had attended the Parish Liaison Meeting at Cherwell DC's main offices on 14th June.</p> <p>(b) Agenda items for future meetings:</p> <p><i>Cherwell Local Plan 2040 Review; delay to 6-week public consultation; impact on local development</i></p> <p><i>MCNP policy review in conjunction with Cherwell Local Plan 2040 Review</i></p> <p><i>Ongoing: Parish Council assets – maintenance; replacement tree planting, tree surgery; Village website review</i></p> <p>The meeting closed at 8.08 p.m.</p> <p>Signed <u>Jean Conway</u> Chair 18/07/2023 Date</p>	RP
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