

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the the Church on Tuesday 18th July at 6.00 p.m.

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

In attendance: Mr J Draper, Ms W Eccles (to 7.03p.m.), Ms B Kemp (to 7.03 p.m.), Mrs A Banks, Mr N Sissons, Ms J Leeming, Mrs A Mowat, Mrs J Sprake, Ms W Brock (to 7.06 p.m.), Mr M Harrison, Mrs C Hawkesworth (to 7.03 p.m.), Mr P Shellens (to 7.03 p.m.), Mr D Moore, Mr J East, Ms C Marsh (from 6.12 p.m.), Mr S Jenkins (from 6.16 p.m.), Cllr Nigel Simpson (Oxfordshire County Council and Cherwell District Council, from 6.55 p.m)

	Action
<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 26th June 2023</p> <p>The Minutes were approved and signed.</p> <p>Cllr Conway brought forward Agenda Item 5; Parish Council vacancy: Co-option of member</p> <p>Resolved: to co-opt Ms Jan Harwell to the Parish Council.</p> <p>Cllr Conway brought forward Agenda Item 10; Parish Services: Community Shop</p> <p>Mrs Hawkesworth and Shop Steering Group members requested the Council's permission to proceed with the project, ahead of the Committee's submission of a planning application and requested as a first step agreement to the sub-lease. Applications for grants could only proceed if planning permission were granted. Councillors and members of the public present suggested that the most recent information provided by the Committee (revisions to the Business Plan) should be shared with the village as a whole at a public meeting. A member of the public asked if there was an obligation to repay shareholders in the event of the project's failure; a Steering Group member replied that legislation had changed and there was no such requirement.</p> <p>Councillors recognised the Committee's need to maintain momentum and expressed support for the concept of a community shop as a village amenity and hub. However, the Council asked for assurances that in the event that the project fell short of expectations, and in order to ensure the village did not incur any costs, specifically regarding the removal of the building and restoring the site back as it was prior to the build, the SSG set aside sufficient funds prior to any permission for a sub-lease being given.</p> <p>The Committee agreed to forward to Councillors: a copy of the Cherwell DC pre-app response to the proposals as submitted previously by the Committee; a schedule / timeline for the Committee's next steps; projected costs of the Committee's next steps.</p> <p>Cllr Conway brought forward Agenda Item 11 (i); Recent Parish Events: Lamb Ale 2nd-5th June 2023</p> <p>Ms Brock referred to the non-attendance with last minute notice by Hebborns' funfair. She had contacted the Showmen's Guild; if the Council could forward to the Guild the dates for Lamb Ale 2024 the Guild could provide details for other funfair operators. Ms Brock offered to assist. Mr Harrison expressed a hope for village support to maintain this traditional event. <i>Ms Brock left the meeting at 7.06 p.m.</i></p>	CH/ SSG
<p>4. District & County Councillor Reports / Members of the public – (as above/below)</p>	
<p>6. Highways (including road safety, place-making and traffic calming)</p>	BE

OCC 20mph Steering Group, KPC Traffic Subcommittee, update on traffic calming proposals for village: Cllr Conway had made further contact with OCC about the VAS (vehicle activated sign). The planters had all been replanted and a rota was planned for their upkeep.

Roadside grass verges and environment: Cllr Enser had received a quote from Mr Hawes to cut the verges at £300 plus VAT per cut, for one cut. Mr Hawes was not able to collect the grass and would cut the verges he could reach with a side flail. This was within the budget (OCC annual funding) of £725. **Resolved:** to accept the quote.

CH/
SSG

7. Parish Council-owned assets and community assets

Allotments: Cllr Enser advised that sales of allotment produce would be held on the first Saturdays of August, September and October.

8. Maintenance (Parish Council and community assets): priority actions

(a) Kirtlington Conservation Area and village centre (*protection of public amenity and heritage; protection of central village area from vehicle erosion of public grassed areas at North and South Greens*); survey of South Green residents, publication of survey overview (Village News) and survey summary (Village website): Cllr Enser reported that the survey concerned the grass erosion and vehicle impact to this area. Survey leaflets had been delivered to all South Green properties and Council members had called at all the houses to endeavour to speak to the residents. An outline of the survey findings would be published in the Village News and a longer version would be published on the village website. Cllr Conway would try to establish the reason for the trench in the track by Cottage on the Green (trench surface now deteriorating) and Cllr Enser had contacted OCC Highways for an inspection of the holes in Church Lane (a Highways responsibility).

BE

BE

(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 work was provisionally set for 18th-21st September.

Mr Draper suggested the trees on South Green should be crown-lifted. This would require the submission of a TCA.

9. Village Hall, Sports Field and Play Areas

(a) KVMHC Committee meeting, 17th July: Mr Harrison confirmed there was nothing to report.

(b) Sports field & outfield maintenance: Cllr Grimshaw confirmed planning permission had been given for the demolition of the Scout Hut. He had checked the contents of the equipment container with Cllr Conway and Mr Draper. Space might be needed there for the footballers' kit over the winter. He noted that the greens mowing contractor left the cuttings from the grass area by the car park under the hedge by Otters Pond. The Clerk would contact the mowing contractor to request the cuttings be collected from now on. Mr Draper had offered to mow this area in future; it was recommended that for 2024 the Council ask the mowing contractor for a breakdown of costs for the various mowing areas.

RP

(c) Play Areas: (Sports field) Cllr Grimshaw confirmed more play bark was on order, of a different type, so he was awaiting further information. Cllr Conway had not yet had a response on whether the School might be able to assist with maintenance. (Roman Close) Cllr Grimshaw and Cllr Conway hoped to arrange a meeting with Mr Smith.

DG

Mr Harrison advised that football training (teams from Bletchington and Chesterton) would now take place on the Sports field, on Mondays, Wednesdays, Thursdays and Fridays. It was likely two teams would want to use the field from September.

DG,
JC

Churchyard extension: Mrs Mowat noted an increase in the costs which might fall to the Parochial Church Council. The PCC was seeking advice from the diocese.

10. Parish Services: Community Shop – see above.

11. Recent Parish Events, Correspondence

(ii) Kite Festival, Friday 9th to Sunday 11th June: The promoters, Kite, had sent a report on event. Discussion was postponed until the next meeting.

12. Planning

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

Mrs Mowat asked for comments on an anonymous leaflet which had been circulated recently, which suggested the Parish Council proposed housing development in Kirtlington Park. Cllr Conway read out a statement which the Parish Council had published on the website in response to the leaflet, to clarify that the Parish Council was not proposing development in the Park. (*Statement to be appended to the Minutes*)

Mr East referred to Mr Moore and stated that the description in the Parish Council's website of the unnamed distributor of the leaflet as a land agent was incorrect.

Mr East asked how far the Council had progressed in its MCNP review participation. Cllr Conway advised the Parish Council would hold a public meeting, perhaps in late September, to discuss the Mid-Cherwell Neighbourhood Plan review (concurrent with the CDC Local Plan review). Cllr Chacksfield and Ms Marsh advised the MCNP process was being undertaken in line with a nationally agreed framework and all information would be shared in late September at the public meeting. Cllr Simpson confirmed that Cherwell District Council's public consultation on its Local Plan review would commence in October or November.

Mr East queried how much S106 funding was being shared between the MCNP member parishes. Cllr Conway advised she had informed the bodies dealing with the S106 monies that the distribution was unfair. Cllr Simpson noted that the matter continued to be unresolved in spite of lengthy negotiations.

13. Parish Council priorities

Website and Facebook communications with the village: Cllr Enser advised she was now able to access the village website and was contacting village societies to request updates to their pages.

14. Finance

- (a) *Monthly receipts & payments:* the Council *approved the proposed and anticipated payments* (schedule as presented to the meeting and published on the Village Website).
- (b) *Provision of two dog bins:* Cllr Enser reported these had been purchased and would be installed soon; the Council would have to pay increased emptying fees to Cherwell DC.
- (c) *Assets, future costs and possible revenue sources:* Cllr Conway expressed concern about the lack of moneys for maintenance of South Green tracks and the car park and suggested that KPC and Village Hall assets should somehow help pay for this. It was confirmed that at present there was no charge for use of the car park. The Council noted the repair cost could perhaps be included in any lease agreement with a Community Shop. Mr East suggested the repairs should be costed. Mr Harrison suggested that resealing the car park surface would be a better approach than full re-tarmacking and it would be more cost effective to do it at the same time as the South Green tracks. He could provide company names. He advised that Village Hall income was about £21,000 of which about £3,000 came from village use/sources. Fees for football training were being agreed perhaps at £5/hour to the Parish Council for use of the field and £5/hour to the Village Hall for costs such as upkeep of the changing rooms. Cllr Grimshaw queried whether that sum was enough and when the Council would receive it; Mr Harrison advised the Bookings Clerk would be able to provide the latest information. Cllr Simpson would forward information on Village Hall grants to Cllr Conway.

BE

Cllr Conway reported that Mrs Scraggs hoped to demolish and rebuild a section of the Otters Pond wall adjacent to the car park. The Council had no objections.

Postponed until 8.04 p.m.: District & County Councillor Reports:

Cllr Simpson gave his report. Regrettably, OCC's provision for educational special needs and children in care had been judged the second worst in the country. The County Council was considering a county-wide HGV strategy. New cycling routes were proposed to connect the ring-road area to the villages beyond it. The County's cabinet would meet on 19th July to further discuss the proposed new football stadium by Kidlington. Cherwell DC: the full Council meeting the previous evening had agreed the draft Cherwell Local Plan 2040 would be published in September with public consultation thereafter. Cherwell DC planners still hoped to minimize development impact on rural villages.

15. Date of the next Parish Council meeting

Next Parish Council meeting: provisionally 21st September, to be confirmed.
Parish Consultation meeting: provisionally 27th September, to be confirmed.

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

- (a) Other matters: nothing to report.
- (b) Agenda items for future meetings:

September: Cherwell Local Plan 2040 Review; delay to 6-week public consultation; impact on local development
September: MCNP policy review in conjunction with Cherwell Local Plan 2040 Review
September: AGAR 2023, External Audit Report and Conclusion of Audit
Ongoing: Parish Council assets – maintenance; replacement tree planting, tree surgery; Village website review

The meeting closed at 8.15 p.m.

Signed

Chair

Date

Jon Conway

21/09/2023