

KIRTLINGTON PARISH COUNCIL

Saturday 6th January 2024

Dear Sir / Madam

NOTICE OF PARISH COUNCIL MEETING

I hereby give notice that the next meeting of the Parish Council will be held
on Thursday 11th January at 6.30 p.m. in the Hazel Room, Village Hall

R M Powles, Clerk

1	Apologies
	Cllr Conway
2	Declarations of pecuniary interests / other conflicts of interest
3	Approval of the Minutes of the Parish Council Meetings held on 27th November 2023 and 4th December 2023
4	District & County Councillor Reports / Members of the public
	(a) Cherwell DC (if attending, 10 minutes' speaking time allowed) (b) Oxfordshire CC (if attending, 10 minutes' speaking time allowed) Members of the public may be invited to speak at the Chair's discretion - <i>10 minutes' total speaking time allowed. Individual time allowed 3 minutes; there may be no later opportunity to speak again.</i>
5	Parish Council Responsibilities:
	<i>To consider: Allocation of roles for Councillors</i>
6	Highways (including road safety, place-making and traffic calming)
	(a) KPC Traffic Subcommittee. <i>Update:</i> Traffic calming proposals for village. BE (b) Roadside grass verges and environment: <i>Update:</i> OCC verge cutting. BE
7	Parish Council-owned assets and community assets
	Allotments and Community Orchard: <i>Update</i> BE
8	Maintenance (Parish Council and community assets): priority actions
	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>). (a) <i>Update:</i> South Green. BE (b) <i>Update:</i> Replacement tree planting/tree surgery. Boward's remedial work to Parish Council-owned trees. KC
9	Village Hall, Sports Field and Play Areas
	(a) <i>Update:</i> KVHMC, latest Committee meeting. BE (b) Sports field outfield maintenance; Scout Hut, other: All (c) Play Areas (Sports field and Roman Close): All (d) <i>To note:</i> County Councillor Priority Funding. KC

10	Parish Services, Recent Parish Events, Correspondence	
	<p>(a) <i>Update:</i> Applications for Parish Clerk post BE (b) <i>Update:</i> Handling of correspondence while Parish Clerk post remains vacant DR (c) <i>Update:</i> Handling of other Parish business while Parish Clerk post remains vacant BE (d) <i>To consider:</i> Adoption of protocol for vexatious requests and correspondence NF / ALL</p>	
11	Planning	
	<p>(a) Monthly Parish planning application report. JH (b) <i>To note:</i> Recent CDC Planning decisions. JH (c) <i>Update:</i> Mid-Cherwell Neighbourhood Plan (MCNP) Consultation Report / forthcoming meetings: KC (d) <i>To consider:</i> Protocol review, handling planning applications. JH/ ALL</p>	
12	Parish Council priorities	
	<p><i>Update:</i> Website and Facebook communications with village: BE / KC <i>Update:</i> handling of KPC publications in Village News while Parish Clerk post remains vacant: BE / KC</p>	
13	Finance	
	<p>(a) <i>Update:</i> <i>Payments schedule.</i> KC / ALL (b) <i>Update:</i> Schedule for review of Internal Audit. KC / ALL (c) <i>Update:</i> <i>Payment options and bank mandate.</i> JN / NF (d) <i>To consider:</i> Precept request sum for 2024-2025 (Deadline 12th January). JN / ALL (e) <i>To consider:</i> Draft Budget for 2024 -2025. JN / ALL</p>	
14	Dates of the next Parish Council meeting(s)	
	<p><i>To note:</i> Next meeting dates: provisionally 26th February and 18th March 2024. <i>To consider:</i> Meeting date for April 2024.</p>	
15	Other matters for information not elsewhere on the agenda (not for debate/decision) and items for future agendas	
	<p>Other matters:</p> <p>(a) KPC tasks for next two or three months. (b) Items for future agendas: To consider possible additional revenue sources in 2024 -2025.</p> <p><i>Ongoing: Parish Council assets – maintenance; tree surgery; village website review.</i></p>	
16	Critical dates	
	<p>May 2024 dates tbc: Annual Council Meeting (KPC formal meeting, to set KPC business of the year, confirm roles and responsibilities). Annual Parish Meeting (General meeting for clubs, societies and parishioners, convened by KPC).</p>	
17	Other dates	
	<p><i>Saturday 13th January, Film Club</i> <i>Saturday 20th January, 2024 Wassail!</i> <i>Wednesday 31st January, Village Lunch Club</i></p>	<p><i>7.30 pm Village Hall</i> <i>4pm Community Orchard</i> <i>Golf Club</i></p>