

KIRTLINGTON PARISH COUNCIL

Wednesday 21st February 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 **Monday 26th February at 6.30 p.m. in the Hazel Room, Village Hall.**

Joanne Broughton, Clerk

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| 1 | Apologies |
| | Cllr Conway (KPC), Cllr Simpson (OCC/CDC). |
| 2 | Declarations of pecuniary interests / other conflicts of interest Other: Cllr Enser Item12(a) |
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| 3 | Approval of the Minutes of the Parish Council Meeting held on 11th January 2024 |
| 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: |
| | (a) Update: Appointment of new Parish Clerk and Responsible Finance officer to Kirtlington Parish Council. BE (b) To consider: Adoption of protocol for Operation Menai bridge. BE |
| 6 | Highways (including road safety, place-making and traffic calming) |
| | (a) KPC Traffic Subcommittee. Update: Traffic calming proposals for village. HM CM BE (b) Roadside grass verges and environment: Update: BE |
| 7 | Parish Council-owned assets and community assets |
| | Allotments and Community Orchard: Update 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) Update: South Green. BE (b) Update: Tree surgery: Boward's remedial work to Parish Council-owned trees. KC (c) To consider: Gravel Pit Field renewal of rental. BE |

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| 9 | Village Hall, Sports Field and Play Areas |
| | <p>(a) Update: Village Hall, latest Committee meeting 19th February. BE</p> <p>(b) Update: Sports field; maintenance; Scout Hut etc. NF JN</p> <p>(c) Update: Play Areas (Sports field and Roman Close). NF</p> <p>(d) To consider: Purchase of roller for the sports field. DR All</p> <p>(e) To consider: Action required on W.I. bench. NF JN All</p> |
| 10 | Community Shop and Café project (Shop Steering Group, SSG) |
| | <p>(a) To consider: Request for tree surgeon details. (CDC condition: Arboriculture Method Statement/Tree Protection Plan)</p> <p>(b) To consider: Request for KPC to vary its lease of the sports field to permit KPC to sub-let land to the SSG for the shop.</p> <p>(c) To consider: Request for a KPC representative to join the SSG.</p> |
| 11 | Parish Services, Correspondence, Publicity |
| | <p>(a) Update: Hand over of correspondence to new Parish Clerk in March DR</p> <p>(b) Update: Publication of protocol for vexatious requests and correspondence NF BE</p> <p>(c) Update: Village news, Website and Facebook communications with village: BE KC</p> |
| 12 | Planning |
| | <p>(a) To consider: Monthly parish planning application report. JH</p> <p>(b) Update: Handover of monthly planning application report to new Clerk. JH JB</p> <p>(c) Update: Mid-Cherwell Neighbourhood Plan (MCNP) Review. KC BE</p> |
| 13 | Finance |
| | <p>(a) To consider: Monthly receipts and payments schedule. KC</p> <p>(b) To consider: Purchase of mobile phone and Sim contract for new Clerk (details as circulated) KC JN NF DR</p> <p>(c) Update: Handover of monthly receipts and payments schedule to new Clerk KC</p> <p>(d) To consider: Moving KPC's bank account from Barclays Bank to Unity Bank KC JB</p> <p>(e) Update: Payment options and bank mandate. KC JN NF DR</p> <p>(f) Update: Precept adjustment for 2024-2025. KC JN</p> <p>(g) Update: Schedule for review of Internal Audit. KC JN NF DR</p> |
| 14 | Dates of the next Parish Council meeting(s) |
| | <p>To note: Next meeting dates: provisionally 18th March 2024, 17th April 2024 at 6:30pm in the Hazel Room, Village Hall</p> <p>To consider: Meeting dates for KPC's May meetings 2024:</p> <p>(a) Annual Council Meeting (KPC formal meeting, to set KPC business for the year, confirm roles and responsibilities)</p> <p>(b) Annual Parish Meeting (General meeting for clubs, societies and parishioners, convened by KPC).</p> |
| 15 | Other matters for information not elsewhere on the agenda (not for debate/decision) and items for future agendas |
| | <p>Items for future agendas:</p> <p>Kite festival</p> |

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| | <p>Lamb Ale Possible additional revenue sources in 2024-2025. Other matters: Ongoing: Parish Council assets maintenance; tree surgery; village website review.</p> | |
| 16 | Critical dates | |
| | 2024 dates for KPC's meetings in May: Annual Council Meeting and Annual Parish Meeting | |
| 17 | Other dates | |
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| | <i>Saturday 2nd March, Kirtlington Race Night and Supper</i> <i>Tuesday 5th March, Youth Club Community Cafe</i> <i>Wednesday 6th March, KWAKS talk on Glowworms</i> <i>Thursday 14th March, Reaching out coffee Morning</i> <i>Thursday 14th March, W.I. meeting</i> <i>Wednesday 27th March, Village Lunch Club</i> | <i>7.00pm Village Hall</i> <i>7.00 -9.00pm Village Hall</i> <i>7.45pm Church</i> <i>10.30 am Oxford Arms</i> <i>7.00pm Village Hall</i> <i>Golf Club</i> |