

## ***KIRTLINGTON PARISH COUNCIL***

**Wednesday 13<sup>th</sup> March 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 18<sup>th</sup> March at 6.30 p.m. in the Hazel Room, Village Hall.**

Joanne Broughton, Clerk

<b>1</b>	<b>Apologies</b>
<b>2</b>	<b>Declarations of pecuniary interests / other conflicts of interest</b>
<b>3</b>	<b>Approval of Minutes of previous Parish Council Meeting(s)</b>
	Approval of the Minutes of the Parish Council Meeting held on 26 <sup>th</sup> February 2024
<b>4</b>	<b>District &amp; County Councillor Reports / Members of the public</b>
	(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>
<b>5</b>	<b><i>Parish Council Responsibilities:</i></b>
	(a) <b><i>Update:</i></b> Annual Parish Meeting <b>BE</b>
<b>6</b>	<b>Highways (including road safety, place-making and traffic calming)</b>
	(a) KPC Traffic Subcommittee. <b><i>Update:</i></b> <b>NF</b> (b) HGVs in the village: <b><i>Update:</i></b> <b>BE</b> (c) Potholes in Church Lane: <b><i>Update:</i></b> <b>DR BE</b>
<b>7</b>	<b>Parish Council-owned assets and community assets</b>
	Allotments and Community Orchard: <b><i>Update</i></b> <b>BE</b>
<b>8</b>	<b>Maintenance (Parish Council and community assets): priority actions</b>
	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) <b><i>To consider:</i></b> South Green. Reseeding worn grass. <b>BE</b> (b) <b><i>Update:</i></b> Gravel Pit Field renewal of rental. <b>BE</b>
<b>9</b>	<b>Village Hall, Sports Field and Play Areas</b>
	(a) <b><i>Update:</i></b> Village Hall <b>DR BE</b> (b) <b><i>Update:</i></b> Sports field; maintenance; Scout Hut etc. <b>NF JN</b> (c) <b><i>Update:</i></b> Play Areas (Sports field and Roman Close) <b>NF</b> (d) <b><i>Update:</i></b> Purchase of roller for the sports field. <b>DR</b> (e) <b><i>Update:</i></b> W.I. bench. <b>NF</b>

<b>10</b>	<b>Summer festivals in the village</b>	
	a) <b>Update:</b> Kite Festival <b>JH</b> b) <b>Update:</b> Lamb Ale <b>BE</b>	
<b>11</b>	<b>Parish Services, Correspondence, Publicity</b>	
	(a) <b>Update:</b> Hand over of correspondence to new Parish Clerk in March <b>DR</b> (b) <b>To consider:</b> Future viability of current Clerk's laptop. <b>JB</b> (c) <b>Update:</b> Village News, Website <b>BE</b> (d) <b>Update:</b> Facebook communications with village. <b>JB KC</b>	
<b>12</b>	<b>Planning</b>	
	(a) <b>To consider:</b> Monthly parish planning application report. <b>JH</b> (b) <b>Update:</b> Mid-Cherwell Neighbourhood Plan (MCNP) Review. <b>KC BE HB CM</b>	
<b>13</b>	<b>Finance</b>	
	(a) <b>To consider:</b> Monthly receipts and payments schedule. <b>KC JB</b> (b) <b>Update:</b> Purchase of mobile phone and Sim contract for new Clerk. <b>KC JN NF DR</b> (c) <b>Update:</b> Handover of monthly receipts and payments schedule to new Clerk <b>KC</b> (d) <b>Update:</b> Handover of RFO Finance responsibilities to new Clerk. <b>KC JB</b> (e) <b>Update:</b> Moving KPC's bank account from Barclays Bank to Unity Bank <b>KC JB</b> (f) <b>Update:</b> Payment options and bank mandate. <b>KC JN NF DR</b> (g) <b>Update:</b> Schedule for review of Internal Audit. <b>KC JN NF DR</b>	
<b>14</b>	<b>Dates of the next Parish Council meetings</b>	
	<b>To note:</b> Next KPC meeting date: 17 <sup>th</sup> April 2024 at 6:30pm in the Hazel Room, Village Hall  <b>To note:</b> Provisional meeting dates for KPC's two annual meetings in May 2024: (a) Annual Parish Meeting (Convened by KPC for clubs, societies and parishioners,). Monday 13 <sup>th</sup> May. (b) Annual Council Meeting (To set KPC business for the year, confirm roles and responsibilities) Wednesday 22 <sup>nd</sup> May.	
<b>15</b>	<b>Other matters for information not elsewhere on the agenda (not for debate/decision) and items for future agendas</b>	
	Items for future agendas: April: To consider agendas for annual meetings in May. Possible additional revenue sources in 2024-2025.  Other matters: Ongoing: Parish Council assets maintenance review; tree surgery review; village website review.	
<b>16</b>	<b>Other dates</b>	
	<i>Thursday 21st March, Sustainable Kirtlington, Global Transition Movement'</i> <i>Wednesday 27<sup>th</sup> March, Village Lunch Club</i> <i>Thursday 28<sup>th</sup> March Historical Society, 'The Alhambra'</i> <i>Wednesday 3rd April, KWACS, 'Hedgehog Whodunnit' and AGM</i> <i>Friday 19<sup>th</sup> April, Annual Village Quiz</i>	7.30pm Village Hall Golf Club 7.30pm Village Hall 7.30 pm Village Hall Village Hall