

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
Thursday 11th January 2024 at 6.30 p.m.

Present: Kay Chacksfield, Briony Enser (Vice Chair), Nick Fry, Jan Harwell, David Richardson, Helen Macbeth (Planning Sub Committee and MCNP representative), Christine Marsh (Planning Sub Committee and MCNP representative), Nigel Simpson (Oxfordshire County Council (OCC) and Cherwell District Council (CDC))

In attendance: Mrs. A Banks, Ms. Joanne Broughton, Mrs. M Scraggs

	Action
<p>1. Apologies Cllr Jean Conway. Cllr Jamie Nicholson</p> <p>Cllr Enser advised that she would chair the meeting as Cllr Conway had sent her apologies, and advised that Cllr Conway may be unwell for some time. Cllr Enser advised that members of the public would be invited to comment or ask questions at the end of the meeting.</p>	
<p>2. Declarations of pecuniary interests / other conflicts of interest Nil</p>	
<p>3. Approval of the Minutes of the Parish Council Meeting held on 27th November 2023 and of the Parish Council Meeting held on 4th December 2023 Both sets of minutes were approved and signed. Cllr Enser advised that a transcript of the meeting on 27th November would be provided to KPC for approval as soon as possible. Once approved, the minutes would be posted on the village noticeboards and both the minutes and the transcript would be posted on the website.</p>	JH BE
<p>4. District & County Councillor Reports / Members of the public Cllr Nigel Simpson reported on concerns for children in care in the county, and that OCC is intending to bring care back into OCC control. The CDC Local Plan consultation has been completed, and the information is being reviewed. A new Chief Exec of CDC has started in the role, Gordon Stewart, with a priority of achieving best possible value for money.</p> <p>Cllr Enser asked Cllr Simpson if there was any good news from OCC for Kirtlington on traffic calming. Cllr Simpson advised that weight limits may be the best route to pursue with the aim of reducing HGV traffic through the village. Cllr Simpson suggested that KPC send a formal letter to Cllr Judy Roberts at CDC requesting a formal weight limit for traffic through the village. Cllrs agreed that KPC should not wait for the results of OCC's pilot study on HGV policy currently being undertaken in the Windrush Valley. Cllr Fry requested a meeting to take this forward with Cllr Simpson. Cllr Simpson also raised that KPC needs to access the S106 monies allocated to Kirtlington, and he has contacted Jill/Gill Cox regarding this.</p> <p>Ms Marsh added that the issues with Rousham Bridge being closed, and the imposition of a weight limit in Weston-on-Green, have pushed more traffic through Kirtlington. Routing agreements are good in theory but difficult to enforce. Cllr Simpson advised that local businesses could be approached to ask for financial and other contributions to offset the impact of traffic through the village – e.g. SMITHS could be approached to make a contribution and donate some gravel / stones to the village to recompense for their quarry stone lorries passing through the village. KPC could consider a thank you or advertisement in Village News. (Shipton received £10k from their community fund for funding of gravel / stone),</p> <p>ACTION – Cllr Simpson to email Cllr Enser with contact details of all cabinet members who are involved on HGVs, and KPC to write a letter regarding weight limit.</p> <p>Cllr Simpson will also raise traffic calming issues at OCC and advised that Bletchington and Weston-on-the-Green are also going to write to CDC. It was noted that Dave Catling is leaving in March.</p> <p>Cllrs Nicholson and Fry to approach SMITHS.</p>	NF NS NS NF JN
<p>5. Parish Council Responsibilities:</p> <p>Allocation of roles for Councillors Councillors confirmed the following temporary roles: Temporarily there is no Clerk available – Cllr Richardson is managing email traffic to the clerk email address. Temporarily the Chair is on long-term sick leave. Cllr Enser to continue as Acting Chair. Cllr Fry will act as Vice-chair. All agreed.</p>	

<p>Councillors considered the following substantive roles: Sports ground & recreation areas rep – Cllr Fry volunteered – All agreed Planning sub-committee: Cllr Harwell volunteered (existing reps are Ms Marsh and Mr Kurgo) – All agreed Traffic sub-committee: Cllr Fry volunteered (existing reps are Ms Marsh, Dr Macbeth, Ashley Prior (and Cllr Conway in absentia). All agreed Finance Sub-Committee: Cllrs Nicholson, Fry and Richardson volunteered (existing reps are Cllr Chacksfield (and Cllr Conway in absentia). All agreed</p>	
<p>6. Highways (including road safety, place-making and traffic calming)</p> <p>(a) KPC Traffic Subcommittee, Update: Traffic calming proposals for village: Nothing further to add to discussion above from Cllr Simpson.</p> <p>(b) Roadside grass verges and environment: Update: OCC verge cutting will start from late summer, with one cut per annum. Vision splays at road junctions may also be cut as and when required for safety. Dog bin will be moved from Heyford Rd to just inside the Park gates. Cllr Nicholson will arrange installation of new post. Cllr Richardson will move the bin. Cllr Enser to inform resident of Applewick. CDC are satisfied with proposed new location, KPC to note that it will need to inform CDC once dog bin has been moved.</p> <p>7. Parish Council-owned assets and community assets Update: Allotments: rainwater catchment system has been installed, using funds from produce sales and village fete donation Community Orchard: Cllrs noted the forthcoming Wassail! on 20th January – Cllrs invited to attend</p>	<p>BE JN DR</p>
<p>8. Maintenance (Parish Council and community assets): priority actions</p> <p>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 Green</i>)</p> <p>(a) Update: South Green: waiting for OCC to fill in pot-holes in Church Lane and to respond regarding whether white lines can be installed where the track crosses Church Lane. Large rock at that protects the eastern end of south green has been moved and broken into two pieces. Cllrs to ask Cllr Nicholson whether he has knowledge of any means of moving it back.</p> <p>(b) Update: Replacement tree planting/tree surgery. Boward’s remedial work to Parish Council-owned trees. Regarding invoice for work done and refund for materials purchased for repair of fence damaged during works –Cllr Fry proposed given the misunderstanding and issues with communication that we suggest that we meet Bowards 50:50 with outstanding invoice of £280 – agreed. Cllr Chacksfield to contact Bowards. Cllr Chacksfield to obtain some background on quotes for further investigative works on sycamore and oak on sports field and report at next meeting.</p>	<p>ALL JN</p> <p>KC NF</p>
<p>9. Village Hall, Sports Field and Play Areas</p> <p>(a) Update: KVMHC Committee meeting, 20th November. Minutes circulated to KPC. 3 points relevant to KPC i – Padlock on sports field gate: Padlock had been changed. Additional keys required for KPC and KVHMC. Cllr Richardson will speak to volunteer groundsmen about additional keys. ii – Pizza van in car park – no further details available. Cllr Enser to request details from KVHMC. iii – Named KPC rep to liaise with KVHMC– this was previously Cllr Conway – Cllr Enser to cover and feed back iv – Trustees requested for latest charity commission return – Cllrs Enser and Richardson both agreed to help.</p> <p>(b) Sports field outfield maintenance; Scout Hut, other i. Scout hut waiting SSE to disconnect electricity (reported informally by Cllr Nicholson) ii. Quote needed for 2024/25 sports field grass mowing.</p> <p>(c) Play Areas (Sports field and Roman Close) Gossway Fields fence needs repair or removing – Cllr Fry to investigate and discuss with David Grimshaw</p> <p>(d) To note: County Councillor Priority Funding Cllr Chacksfield advised funds formally received into bank account. Cllr Simpson confirmed that these funds can be used for repairing play areas</p>	<p>DR BE</p> <p>NF</p> <p>NF</p>

<p>10. Parish Services, Recent Parish Events, Correspondence</p> <p>(a) Update: Applications for Parish Clerk post KPC had interviewed 2 excellent applicants earlier in the week.</p> <p>(b) Update: Handling of correspondence while Parish Clerk post remains vacant Cllr Richardson is managing email traffic and forwarding to appropriate councillors. All emails are shared with at least one other councillor. Alex Charlesworth has resolved issue with contact enquiries from Kirtlington village website and they are now being correctly forwarded to the Clerk's email inbox.</p> <p>(c) Update: Handling of other Parish business while Parish Clerk post remains vacant Cllr Enser doing agendas, website updates and venue bookings, Cllr Harwell doing planning updates, Cllr Chacksfield doing finance updates</p> <p>(d) To consider: Adoption of protocols for vexatious requests and correspondence Draft protocols circulated to KPC in advance. Cllr Fry summarised the background and research behind the development of the policy and outlined the key points of each policy. Adoption of each policy was then considered in turn.</p> <p>i – Vexatious Complaints – policy for dealing with abusive and vexatious behaviour. Proposed by Cllr Fry, seconded by Cllr Chacksfield, all Cllrs resolved to adopt. Note: small modifications required e.g. regarding references to complaints committee – Cllr Fry to update and finalise document.</p> <p>ii – Decision making – policy outlining procedure for members of KPC to follow democratic process, i.e. that the majority view prevails, and once decision has been made, individuals must support the collective view. Proposed by Cllr Fry, seconded by Cllr Chacksfield, all Cllrs resolved to adopt.</p> <p>iii – Freedom of Information Act and identity of bona fide enquirers – policy in line with ICO guidance, Proposed by Cllr Fry, seconded Cllr Enser, all Cllrs resolved to adopt</p> <p>iv – Guidance of KPC meetings – re public participation – policy outlined Proposed by Cllr Fry, seconded Cllr Enser, all Cllrs resolved to adopt.</p> <p>All agreed to publish policies individually on the website when minutes are published. – Cllr Fry to send finalised copies to Cllr Enser.</p> <p>11. Planning</p> <p>(a) Monthly Parish planning application report: no Cllr comments on the applications listed.</p> <p>(b) To note: Recent CDC Planning decisions re developments at Corner Farm and Jersey Cottages</p> <p>23/02338/OUT - (Manorwood) Land West of Oxford Close and North of Corner Farm Station Rd Kirtlington - re-submission of 22/03049/OUT (withdrawn on 21-08-23) - refused</p> <p>23/02471/F (Abbeymill Homes) Erection of 14 two storey dwellings, upgrading of existing access onto the Heyford Road, Kirtlington. – refused</p> <p>(c) Update: Mid-Cherwell Neighbourhood Plan (MCNP) Consultation Report/ forthcoming meetings Ms Marsh and Cllr Richardson attended and reported from the MCNP forum on 13th December. Heyford Park have requested to leave MCNP Forum – on which point KPC are asked for their views. It is understood that Heyford Park feel they don't align with the villages, and as a larger settlement, don't have proportional representation. Additionally, there are concerns regarding a new cemetery but at the moment there is no suitable burial ground. Heyford Park will be a town of 14,000 people. Heyford Park intend to apply for separate Neighbourhood Plan status. CDC will need to approve change to their status, and that remains to be determined. Cllr Fry proposed that KPC confirm that we remain supportive of MCNP Forum – all Cllrs agreed. Ms Marsh to feed back to Martin Lipson.</p> <p>MCNP Review: Consultation Report available to view on the MCNP and Kirtlington websites – a few paper copies of the Report and a Summary are now available. Dr Macbeth to distribute copies and hold some to be available on request. Cllr Enser to request one copy to be placed in each of the church, Dashwood coffee shop and Oxford Arms. Notice to be posted on noticeboards. Link to be posted on Facebook.</p>	<p>DR</p> <p>KC BE JH</p> <p>NF BE</p> <p>CM</p> <p>BE HM</p>
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<p>Date for MCNP engagement meeting agreed as 31st January in the church – Cllr Chacksfield to confirm with MCNP Forum. Dr MacBeth and volunteers hope to distribute leaflets to the village.</p>	<p>KC HM</p>
<p>(d) To consider: Planning protocol review, handling planning applications Adoption of planning protocol. Protocol circulated to KPC in advance. Cllr Harwell summarised the details of the protocol, and outlined the key points. Proposed by Cllr Harwell, seconded by Cllr Richardson, all Cllrs resolved to adopt.</p>	<p>JH CM</p>
<p>12. Parish Council priorities Update: Website and Facebook and other communications with the village: no further Cllr comments</p> <p>Update: Handling of KPC publications in Village News while Parish Clerk post remains vacant: Cllr Enser to submit MCNP update and new councillor biographies to editor by 15th January. Dr Macbeth has submitted an article regarding the rural bus service. Thanks noted to Dave Harrison for all his help and support – Cllr Simpson will pass on thanks to him.</p>	<p>BE</p>
<p>13. Finance</p> <p>(a) To consider: Revised payments schedule. Monthly receipts & payments: the Council approved the proposed and anticipated payments (schedule as presented to the meeting).</p> <p>(b) To note: Schedule for review of Internal Audit. Cllr Chacksfield to update at next meeting</p> <p>(c) Update: Payment options and bank mandate. New clerk to address – to consider moving account from Barclays to Unity Trust Bank</p> <p>(d) To consider: Precept request sum for 2024-25 considered together with -</p> <p>(e) Draft budget for 2024-25</p> <p>Cllr Fry reported that members of the finance committee had met to discuss the draft budget for 2024-25 and the precept request sum. The current precept for 2023/24 is £27,846, the draft budget for 2024-25 is £31,000. The draft budget allows provision for inflation of 4% and increased costs from the employment of a new clerk, and additional training for new councillors and clerk (circa £500).</p> <p>Resolved: Recognising the burden on villagers at the time of a cost-of-living crisis, it was resolved to limit the precept request sum increase to 4% plus an additional £500 for training. Cllr Nicholson to submit the Precept request online tomorrow to meet CDC's deadline of 12th January.</p>	<p>KC</p> <p>NF JN KC DR</p>
<p>14. Dates of next Parish Council meetings Dates provisionally agreed: KPC meetings - 26th February (Apologies from Cllr Simpson), 18th March, 17th April 2024 at 6:30pm in Hazel Room MCNP engagement meeting – 31st January 2024 at 6:30pm in Church</p> <p>Note that May requires 2 meetings – 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>	
<p>15. Other matters for information not elsewhere on the agenda (not for debate/decision)</p> <p>Request to speak: Mrs Scraggs requested an update on a letter to the clerk in November. Cllr Enser apologised if this had not been dealt with, and would respond as quickly as possible. Mrs Scraggs commented that Bowards' work on the Cupressus tree was not satisfactory.</p> <p>Items for consideration on future Agendas:</p> <p>Possible additional revenue sources in 2024-25 Lamb Ale: availability of fair New bank- Unity Community shop lease between KPC and landowner Additional revenue: Informal partnerships - Feedback from Kite Festival</p> <p>The meeting closed at 8:20 p.m.</p>	<p>BE</p>
<p>Signed <i>Briony Enser</i> Acting Chair</p>	<p>Date: <i>26.2 24</i></p>