

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)

Monday 18th March 2024 at 6.30pm

Present: Cllrs Briony Enser (Acting Chair), Nick Fry (Acting Vice-Chair), Kay Chacksfield, Jan Harwell, David Richardson, James Nicholson
In Attendance: Joanne Broughton (Clerk), 8 members of the public

1	Apologies for absence: None
2	Declarations of interest: None
3	Confirmation of minutes: The minutes of the meeting held on 26 th February 2024 were signed as a true record.
4	District and County Councillor reports / Members of the public (a) Cherwell DC – A report was given by Cllr Simpson with the main points being: <ul style="list-style-type: none">• Budgets agreed with a CDC increase of £5 per year for average band D property and OCC 5% increase across the board.• Update given on special education needs and children that CDC care for.• One pothole fixed, others were missed again and have been reported to OCC again. (b) Oxfordshire CC – No report given. Members of the public were invited to raise any questions at the end of the meeting.
5	Parish Council Responsibilities: Annual Parish meeting has provisionally been arranged for 13 th May at the later time of 7pm. Headteacher of school, Mrs Kyla Bates, has been invited to attend. Village Clubs and societies will be invited to give updates as usual.
6	Highways (including road safety, place-making and traffic calming) a) Cllr Fry met with Christine Marsh and Helen MacBeth from KPC’s Traffic Sub-committee. Agreed to focus efforts on area surrounding the school. Discussion regarding the possibility of a courtesy crossing where railings are. This would not be a zebra crossing with beacons and would be a slightly raised area. The crossing would approximately take the space of two car lengths. Cllr Fry raised this with Ashley Prior, from KPC Traffic Sub-committee, who agreed to speak to ex-colleagues at OCC Highways to obtain their advice. Cllr Enser added that a crossing at the school was turned down previously because lines of sight weren’t sufficient. Cllr Fry updated the council on his discussion with Ashley Prior regarding the Vision Zero safety plan. The plan’s objective is to have zero serious accidents or deaths on Oxfordshire roads by 2050. The A4095 has been highlighted as one of the medium to high risk roads in the county and Ashley will try to find data on where exactly the issue is. He advised using a company with expertise to drive through Kirtlington and conduct an assessment. Cllr Fry will meet with Traffic Sub-committee in May for feedback. Action: NF b) Letter regarding HGV’s has just been sent to Councillors at OCC. Cllr Simpson advised that other villages such as Bletchingdon are having similar issues and advised that all villages should keep persevering with OCC. Cllr Enser stated that there is a specific issue of pedestrian safety in Kirtlington as HGV’s are going onto pavements and driving into heavy planters. c) Church Lane potholes are still an issue. Sewers: Cllr Richardson has sent an email containing photos of Bletchingdon road to Cllr Simpson showing damage caused when Thames Water attended a major sewage incident there (see item 15 for further details).
7	Parish Council-owned assets and community assets Allotments - Update given by Cllr Enser. Long-standing Chairman has retired after 20+ years, machinery for tenants’ use needs renewing or repairing and one quarter plot plus two half plots are available to rent. Community Orchard - Nothing to report.

8	<p>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>).</p> <ul style="list-style-type: none"> a) South Green – Resolved: KPC agreed to re-seed the worn grass areas. Obtain stakes and bunting to protect re-seeded area. Action: BE, JH, KC b) Gravel Pit Field - Tenant has confirmed they wish to renew the lease for another year. Resolved: Cllrs Enser and Harwell to inspect field with tenant to ensure it's in suitable condition prior to renewal of licence. Action: BE, JH
9	<p>Village Hall, Sports Field and Play Areas</p> <ul style="list-style-type: none"> (a) No further KVHMC meeting to update on since last one held on 19th February 2024. The next meeting is next week. Cllr Enser will attend. KPC are arranging the service and registration of the defibrillator at the Village Hall and also looking into the purchase of a second defibrillator which the Dashwood have offered to accommodate on the outside of their building. KPC would like to have a village address that can be used for correspondence. The village hall has a registered address and is a potential option. A secure post box would be required and could be fitted on the outside of the building. Cllrs raised concerns about the location at the Village Hall due to anti-social behaviour in the car park at night. Clerk advised there are two options - a secure post box which would cost from £20 upwards or a PO Box which would cost around £390 per year. Cllr Chacksfield suggested a letterbox fitted in the main village hall door with a secure box on the other side could be an option and will look into this. Action: KC (b) Demolition people ready to commence work on Scout Hut as soon as weather improves. Access via the southern park gate is required and the field is too wet at present. Cllr Nicholson to advise when conditions are suitable for them to proceed. Action: JN. Quote has been received from Ady Podbery for grass cutting and maintenance of the sports field for 2024-25 and will be considered by Finance Committee next week. Action: Finance Committee. (c) Nothing to report on play areas. (d) Roller has been delivered for the sports field. KPC would like to thank the Fete Committee who have very kindly made a generous donation of £1,000 towards the cost of this. (e) Cllr Fry to liaise with WI to agree a permanent location on the sports field for the bench. Action: NF
10	<p>Summer festivals in the village</p> <ul style="list-style-type: none"> (a) Kite Festival organisers were invited to this meeting but declined to attend, resent the debrief sheet, and said they will be in touch if festival goes ahead next year. It is understood that there will not be a festival this year. KPC's main concern is the loud noise and whether a Marshall can be put on the exit gate. Resolved: Send letter to organisers with our feedback. Action: JH (b) Lamb Ale Festival will be held on 1st to 3rd June 2024. Cllr Enser received a non-committal reply from previous funfair supplier who hasn't attended as promised for the last two years. Liaising with Showmen's Guild who may be able to help supply an alternative funfair. Action: BE, Clerk
11	<p>Parish Services, Correspondence, Publicity</p> <ul style="list-style-type: none"> (a) New Clerk is now dealing with email correspondence and automatic forwarding to councillors has been disabled. (b) Future viability of Clerk's current laptop was discussed. Battery is not charging and a reliable laptop is required. Resolved: Ask ComputerPro for an assessment and recommendation on a potential suitable replacement. Action: Clerk (c) Item introducing new clerk to the village and an update on KPC setting of the precept has been sent to Kirtlington Village News. Agreed for Cllr Enser to post link on website regarding precept item and to send the link to the Clerk to post on village Facebook page. Action: BE, Clerk. Protocol for Operation Menai Bridge, which is the procedure to be followed in the event of the death of the King, has been added to KPC website. (d) KPC Facebook page has been set up and will be used to post urgent items such as road closures onto the village Facebook page. Agreed to add Cllr Chacksfield as an additional administrator. Action: Clerk

12	<p>Planning:</p> <p>(a) No new planning applications received since last KPC meeting. Update on previous applications:</p> <ul style="list-style-type: none"> • 17 Park Close was permitted but dormer window replaced with flat roof lights. • 6 Park Close was permitted. • Kirtlington Golf Club, Lince Lane, have had appeal for irrigation pond permitted. • Corner Farm has submitted an appeal for this site. <p>(b) Cllr Enser advised that the Mid-Cherwell Neighbourhood Plan (MCNP) Review is now in the phase where consultation returns are being analysed. The MCP Forum is meeting next week.</p>
13	<p>Finance</p> <p>(a) The Council approved the proposed and anticipated payments (revised schedule as presented to the meeting).</p> <p>(b) Clerk mobile has been purchased and sim contract with unlimited calls has been set up with Smarty for £6 per month.</p> <p>(c) Monthly receipts and payments schedule has now been handed over to new Clerk.</p> <p>(d) Full finance handover meeting to take place next week with Finance Committee, new Clerk and previous Clerk. Action: Clerk, Finance Committee</p> <p>(e) Bank accounts have been opened with Unity Bank. Finance Committee have received instructions from Unity on how to activate their online banking.</p> <p>(f) Agreed to review direct debits and standing orders to be transferred from Barclays to Unity Bank. Action: Clerk, Finance Committee</p> <p>(g) Agreed to contact internal auditor and arrange year end audit. Action: Clerk, Finance Committee</p>
14	<p>Dates of the next Parish Council meetings: The next meeting dates are: 17th April 2024 at 6.30pm in the Hazel Room, Village Hall.</p> <p>(a) Annual Parish Meeting: Monday 13th May 2024 at 7pm in the Church.</p> <p>(b) Annual Council Meeting: Wednesday 22nd May 2024 at 6.30pm in the Hazel Room, Village Hall.</p>
15	<p>Other matters for information not elsewhere on the agenda and items for future agendas Other matters:</p> <ul style="list-style-type: none"> • Sewers: Cllr Fry gave some background information on the sewers and Thames Water. Issue on Bletchingdon Road appears to have been more serious than Thames Water led people to believe. Environment Agency website showed that sewage was being discharged while the works on Bletchingdon Road were taking place. Several residents have reported sewage problems at their properties recently. Cllr Richardson has emailed Thames Water and the Consumer Council for Water regarding the issues. The Dashwood said that Thames Water are outsourcing to Network Plus and will share details with KPC. Resolved: Form to go on website for residents to report sewage issues to KPC so that we can ascertain what's happening. Action: BE. Cllr Simpson will liaise with Bletchingdon to see if they are having the same issues. • Police: Cllr Harwell spoke to the village Co-ordinator, Tony Summerfield, last week about crime including drug dealing issues in the village. Existing village Whatsapp Group for sharing information was discussed by councillors and it was agreed that residents should use the reporting system on the village website as the best way forward as this link goes directly to Thames Valley Police and gets logged. Resolved: Post Facebook reminder for people to use form on website to report issues. Action: Clerk. Cllr Harwell to respond to Tony Summerfield and copy in Cllr Simpson, who chairs local Rural Police Liaison, and he can try and arrange a meeting with the neighbourhood sergeant, Gavin Staniland. Action: JH • Oxford Airport: Cllr Richardson briefed the council on an Airspace Change Proposal from Oxford Aviation Services. This is a consultation process that will take 4-6 years and involves trying to modernise approaches by getting GPS approaches to the airport approved. Cllr Richardson believes this will not have an impact on Kirtlington. • Mill Lane access: Cllr Chacksfield mentioned that a member of public had an accident at Pigeons Lock and an ambulance couldn't get through due to fishermen who were attending a

competition parking their cars on Mill Lane. Cllr Chacksfield will write to competition organisers. **Action: KC**

Future agendas:

April: To consider items for agendas for annual meetings in May.

Ongoing: Possible additional revenue sources in 2024-2025.

Parish Council assets – maintenance, tree surgery, village website review.

Requests to speak from members of the public: None.

The meeting closed at 8.05pm. The next meeting is Monday 17th April 2024.

Signed..... Dated.....

DRAFT