

## KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)  
Wednesday 17<sup>th</sup> April 2024 at 6.30pm

Present: Cllrs Briony Enser (Chair), Nick Fry (Acting Vice-Chair), Kay Chacksfield,  
Jan Harwell, David Richardson, James Nicholson  
In Attendance: Joanne Broughton (Clerk), 12 members of the public

1	<p><b>Resignation:</b> It was noted that Jean Conway has resigned from KPC. Cllr Enser was nominated, elected as Chair unanimously and signed the Declaration form.</p> <p><b>Apologies for absence:</b> None</p>
2	<p><b>Declarations of interest:</b> Cllr Nicholson regarding Item 10 the Community Shop.</p>
3	<p><b>Confirmation of minutes:</b> The minutes of the meeting held on 18<sup>th</sup> March 2024 were agreed and signed as a true record.</p>
4	<p><b>District and County Councillor reports / Members of the public</b></p> <p>(a) Cherwell DC – A report was given by Cllr Simpson with the main points being:</p> <ul style="list-style-type: none"><li>• Full meeting CDC was held on 16<sup>th</sup> May that mostly covered administration.</li><li>• Meeting with Thames Valley Police Neighbourhood Team to discuss anti-social behaviour and possible drug dealing at the quarry. Residents are advised to report issues to Thames Valley Police via the contact form on the village website.</li><li>• Elections on 2<sup>nd</sup> May, including for Police and Crime Commissioner.</li></ul> <p>(b) Oxfordshire CC – A report was given by Cllr Simpson with the main points being:</p> <ul style="list-style-type: none"><li>• Working with Senior Highways Team regarding damage to verges on the Bletchingdon road caused by Thames Water.</li><li>• Temporary road closure notice for Akeman Street 25<sup>th</sup> to 29<sup>th</sup> June 2024</li><li>• OCC Highways team has just gone through restructuring, which means new Councillors to contact on traffic issues.</li></ul> <p>Members of the public were invited to raise any questions at the end of the meeting.</p>
5	<p><b>Parish Council Responsibilities:</b></p> <p>(a) The Annual Parish Meeting is convened by KPC for clubs, societies and parishioners and will be held on 13<sup>th</sup> May. Invitations to be sent out. The Head of the primary school, Kyla Bates, has already been invited and has said that she would like to attend. <b>Action: Clerk</b></p> <p>(b) The Annual Council Meeting to set KPC business for the year and to confirm Councillors' roles and responsibilities will be held on 22<sup>nd</sup> May. Asset review and additional revenue streams also to be discussed at the meeting.</p>
6	<p><b>Highways (including road safety, place-making and traffic calming)</b></p> <p>(a) KPC Traffic Sub-Committee –Cllr Fry will speak to Ashley Prior and Dave Catlin regarding a potential school crossing and a letter from a resident containing some ideas. <b>Action: NF</b></p> <p>(b) HGVs in the village – KPC wrote to OCC regarding this issue and we have received a reply indicating OCC would be interested in seeing photographic evidence. Website, Facebook and noticeboard posts agreed to ask people to take photos of HGVs in the village. <b>Action: Clerk</b></p> <p>(c) Church Lane potholes continue to be an issue as OCC has only fixed one. Cllr Simpson has asked OCC to do a site visit and walk the whole road. He will contact Andy Leibovitch to arrange this and will advise KPC once he has contact details of new people in post at OCC Highways. <b>Action: NS</b></p> <p>(d) Mill Lane parking – Cllr Chacksfield has contact details for The Oxford and District Angling Association and will write to them regarding anglers that caused an obstruction in Mill Lane when attending a fishing competition, which impeded the progress of an ambulance attending an emergency at Pigeons Lock. <b>Action: KC</b></p> <p>(e) Bletchingdon Road damage. Cllr Fry asked Cllr Simpson if there is a way of holding Thames Water accountable for all the sewage issues and for not being transparent about their actions.</p>

	<p>Cllr Simpson advised that the Consumer Council for Water were not very interested but he will alert the relevant Cabinet Member. Cllr Richardson has written to CCW and will follow up.  <b>Action: NS, DR</b></p>
7	<p><b>Parish Council-owned assets and community assets</b></p> <p>(a) Allotments – Next KAA meeting 5<sup>th</sup> May. One half plot is available.  Community Orchard - Nothing to report.</p> <p>(b) Defibrillator – Payment has been made to London Hearts for a second defibrillator for the village. David Grimshaw has kindly offered a donation of £100 from the village quiz towards this. The Dashwood have kindly agreed for the defibrillator to be fixed outside their premises. Details to be discussed with them regarding the power supply required before fitting it. <b>Action: DR</b></p> <p>(c) Portrait of King Charles – A free portrait to all councils has now been received by KPC. It will be offered to the Church as the King is Head of the Church of England. <b>Action: BE</b></p>
8	<p><b>Maintenance (Parish Council and community assets): priority actions</b></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 Greens</i>).</p> <p>a) Re-seeding of South Green – This will be tied in with the grass cutting of the Greens and the Lamb Ale funfair on the Green. <b>Action: BE, JH, KC.</b></p> <p>b) Cutting of the Green’s – Grass now requires cutting. Clerk has contacted Greenscape to arrange.</p> <p>c) Gravel Pit Field – This has been inspected by Cllrs Enser and Harwell and rented by the same tenant for a further year from 1<sup>st</sup> April. The formal agreement has been signed and delivered.</p>
9	<p><b>Village Hall, Sports Field and Play Areas</b></p> <p>(a) Village Hall - The Hall defibrillator has now been properly registered on The Circuit and has had a software update, a new battery and new pads. The VH will not be used as KPC’s postal address. Instead, a post box has been fitted to the outside the school as this was a more secure location. The postman has been informed. Plans for a new kitchen in the VH are progressing and it is hoped to instal it in August, however fundraising for this is ongoing.</p> <p>(b) Sports Field Maintenance and Scout Hut – Cllr Nicholson met with Jim Draper and Brian Cherry about the demolition of the Scout Hut which is provisionally scheduled for 29<sup>th</sup> April, depending on the weather. Work is estimated to take a week.  Fuel and receipts process for Sports field equipment – Mr Draper would prefer not to purchase the fuel while KPC is making payments by cheque. Cllrs Fry and Richardson have offered to purchase and collect the fuel instead. Clerk to liaise with Mr Draper. <b>Action: Clerk</b></p> <p>(c) Play areas maintenance (Sports Field and Roman Close) – Nothing to report.</p> <p>(d) WI bench – Cllr Fry met last week with two members of the WI to look at possible locations for the bench. Identified a location half way along the fence backing on to the playground, facing the church. Awaiting feedback from the WI prior to checking with volunteer groundsmen if the location is suitable to allow for grass cutting. <b>Action: NF</b></p>
10	<p>Cllr Nicholson left the room due to conflict of interest previously declared.</p> <p><b>Community Shop and Café project (Shop Community Benefit Society CBS)</b></p> <p>KPC to consider commencing negotiations on the lease for the Community Shop project. Cllr Enser itemised the conditions set by KPC for commencing the negotiations:</p> <ol style="list-style-type: none"> <li>1) The project is a Community Benefit Society. This was authorised by the Financial Conduct Authority on 14<sup>th</sup> February 2024.</li> <li>2) The land owners are in agreement with variations being made to their lease. This has been agreed in principle with the CBS directly and with KPC.</li> <li>3) The landowners agree in principle to the form of development proposed by the project. This is agreed in principle with the CBS.</li> <li>4) The CBS has planning permission for the project. Planning permission has been granted.</li> <li>5) The CBS should provide KPC with an updated copy of their business plan for the shop. This has been provided to KPC</li> <li>6) The CBS agrees to reimburse KPC’s legal costs for the negotiations. The CBS has agreed.</li> </ol>

	<p>Two key matters of concern for KPC cannot be settled until negotiations on the lease take place. These relate to:</p> <p>1) An amount of money to be put forward by the CBS against the possibility of the shop not succeeding and needing to be dismantled and for the ground to be put right. The CBS has put forward an opening amount for the negotiations. KPC's position is that the amount must be agreed via legal representatives on either side during negotiation of the lease.</p> <p>2) An amount to be agreed by both sides for maintenance of South Green and the village hall car park. The CBS has put forward an opening amount for the negotiations. KPC's position is that the amount must be agreed via legal representatives on either side during negotiation of the lease.</p> <p>KPC maintains a neutral view regarding CBS' shop and café project as parishioners' views are divided on it, e.g. South Green residents' views were 50% divided in KPC's survey. The CBS reported that they are conducting a survey to demonstrate the extent of support, which is ongoing until 1<sup>st</sup> May to ascertain peoples' commitment to purchasing shares and they will launch a formal share offer on 9<sup>th</sup> June.</p> <p><b>Resolved:</b> KPC voted on whether to commence negotiations which will determine whether granting the lease variation and a sub lease will be possible. Four councillors voted for and one councillor voted against. Therefore, KPC has resolved that negotiations can commence.</p>
11	<p><b>Summer festivals in the village</b></p> <p>(a) Kite Festival – Cllr Harwell has sent organisers a letter expressing KPC's disappointment that they chose not to attend our last meeting and expressed concerns about the number of taxis coming through the village and that some people found the noise too loud. Clerk to be sent a copy of the letter. <b>Action: JH</b></p> <p>(b) Lamb Ale Festival – A new funfair provider has agreed to attend this year. <b>Resolved:</b> A formal invitation will be sent to the new provider and the former funfair owner will be sent a letter confirming that he is not invited to attend this year following his unexplained non-attendance for the past two years. The Showmen's Guild has advised and is assisting. <b>Action: Clerk</b></p>
12	<p><b>Parish Services, Correspondence, Publicity</b></p> <p>(a) Village News and website – Emails are not coming through to the Clerk's inbox via the website contact form. Alex Charlesworth will be contacted for help fixing this. <b>Action: Clerk.</b> Cllr Harwell to advise Tony Summerfield once the Police and Crime contact form is working. <b>Action: JH</b></p> <p>(b) Email from OCC regarding a flood risk management funding opportunity; response required by 30<sup>th</sup> April. Send expression of interest on issue of flooding on Mill Lane. <b>Action: KC, Clerk.</b></p> <p>(c) Email from resident requesting speed limit survey – Cllr Fry has forwarded this to the Traffic Sub-Committee and OCC. Traffic Sub-Committee to draft reply. <b>Action: NF</b></p> <p>(d) Email from resident regarding traffic and proposed courtesy crossing in village. Cllr Fry has passed the email to Ashley Prior and the Traffic Sub-Committee and will draft a reply. <b>Action: NF</b></p> <p>(e) Temporary road closure notice received from OCC for Akeman Street 25<sup>th</sup> to 29<sup>th</sup> June 2024. This will be posted on village website and Facebook nearer the time. <b>Action: Clerk</b></p>
13	<p><b>Planning:</b></p> <p>(a) Monthly parish planning application report: 6 Park Close is still under consultation and will be decided on 1<sup>st</sup> May.</p> <p>(b) Response to planning appeal reference APP/C3105/W/24/3339728, Corner Farm appeal. <b>Resolved:</b> KPC voted unanimously to submit a comment consistent with its comment on the planning application for this site before the closing date of 18<sup>th</sup> April. <b>Action: Clerk</b></p> <p>(c) Resignation from Planning Committee – Paul Kurgo has resigned from the Planning Committee. KPC's grateful thanks have been sent to him for his years of work for KPC. One person has been suggested for the vacancy and will be formally invited. <b>Action: DR</b></p> <p>(c) Mid-Cherwell Neighbourhood Plan (MCNP) Review – No update.</p>
14	<p><b>Finance</b></p> <p>(a) The Council approved the proposed and anticipated payments schedule.</p> <p>(b) Moving banks from Barclays to Unity – A Unity bank account has been opened but KPC cannot use the Unity 'switch' service as the signatories for Unity bank are not the same as those for Barclays. Clerk will need to co-ordinate the Barclays account closure.</p>

	<p>(c) Barclays bank mandate – <b>Resolved:</b> Add Clerk to Barclays bank mandate for access to checking direct debits and closing down accounts. <b>Action: DR, BE, Clerk</b></p> <p>(d) Unity bank mandate - Cllrs Enser and Chacksfield are currently the only two signatories on the Unity bank mandate. Discussed and agreed to add extra councillors to avoid payment issues. <b>Action: Clerk</b></p> <p>(e) Cllr Nicholson is having difficulty accessing online banking. Clerk to assist and check that all councillors can log on. <b>Action: Clerk.</b></p> <p>(f) Internal Audit – Discussed using Shilton Accounting who are experienced with Parish Councils and can assist with the external auditors. <b>Resolved:</b> Instruct Shilton Accounting to carry out internal audit for 2023-24. We are grateful to Steve Rice for all his efforts with the internal audit previously and Clerk to send our thanks to Steve. <b>Action: Clerk.</b></p> <p>(g) Clerk’s laptop – ComputerPro recommended a laptop for £399 and will charge £60 plus VAT for the data transfer from the old laptop. <b>Resolved:</b> Cllr Nicholson to purchase laptop and be reimbursed via expenses claim. <b>Action: JN.</b> ComputerPro to do data transfer once laptop has been received. <b>Action: Clerk</b></p> <p>(h) Insurance cover – KPC agreed to obtain external advice for insurance cover in the event of judicial action against individual councillors. <b>Action: Clerk.</b></p>
15	<p><b>Other matters for information not elsewhere on the agenda and items for future agendas</b></p> <p><b>Other matters:</b></p> <ul style="list-style-type: none"> <li>• In response to an enquiry from the Church about the finances for the proposed graveyard extension, Cllr Chacksfield has checked that no money has changed hands between the PCC and KPC. Discussion regarding payment for the archaeological survey and whether there is a record of KPC paying for it. Cllr Chacksfield will check again. <b>Action: KC.</b></li> <li>• Cllr Chacksfield asked the Clerk if there was an update on exploring the prospect of using Scribe accounts software that the Clerk had recommended. The Clerk has spoken to Scribe and both Scribe Lite and Scribe Professional are available for a free trial. Agreed to trial Scribe. <b>Action: Clerk.</b></li> <li>• The Vicar would like KPC to cut the hedge between the vicarage and Tinkers’ Ditch as it is overgrown. Clerk will send acknowledgement. Cllr Enser will check whether KPC is responsible for the hedge. <b>Action: Clerk, BE</b></li> <li>• Email received from CPRE Oxfordshire regarding rooftop solar audits which the Clerk forwarded to Celia Hawkesworth, Chair of Sustainable Kirtlington. Agreed to forward email to the Church and to send holding reply to CPRE. <b>Action: Clerk.</b></li> </ul> <p><b>Future agendas:</b>  May - Possible additional revenue sources in 2024-25.  June - Annual Governance and Accounting Statements (AGAR) 2023-24 approval.  Ongoing - Parish Council assets maintenance review, village website review.</p> <p><b>Requests to speak from members of the public:</b></p> <ul style="list-style-type: none"> <li>• A member of the public suggested that the CBS’ survey for the community shop is out of date.</li> <li>• A member of the public asked why are KPC arranging a contingency fund with tax payers’ money in case the shop fails. This was a misunderstanding. Cllr Enser clarified that KPC will not be putting money into a contingency fund; money for the fund will be from the shop CBS.</li> <li>• The Dashwood asked if KPC can pause negotiations with the CBS while opponents conduct a new survey. KPC advised that the negotiations could not be delayed for that to take place.</li> <li>• A resident mentioned that it would be practical to re-seed the grass on South Green after the Lamb Ale Festival and funfair on the green.</li> </ul>

The meeting closed at 8pm. The next meeting is Wednesday 22<sup>nd</sup> May 2024.

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