

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on Wednesday 24th July 2024 at 6.30pm

Present: Cllrs Briony Enser, James Nicholson, Kay Chacksfield, David Richardson
In Attendance: Joanne Broughton (Clerk), District Cllr Grace Conway-Murray, 4 members
of the public

1	Election of Chair and Vice Chair: KPC are currently rotating the Chair and Vice Chair on a monthly basis. It was unanimously agreed to elect Cllr Nicholson as Chair and Cllr Chacksfield as Vice Chair.
2	Apologies for absence: County and District Cllr Nigel Simpson, Cllr Nick Fry, Cllr Jan Harwell.
3	Declarations of interest: Cllr Chacksfield regarding item 13(a) planning applications 24/01608/F & 24/01609/LB and Cllr Enser regarding item 13(c) planning application 24/01365/F.
4	Confirmation of minutes: The minutes of the meeting held on 26 th June 2024 were signed as a true record.
5	District and County Councillor reports: (a) Cherwell DC – Cllr Conway-Murray gave a brief update. A full council meeting was held on 15 th July and it was agreed to write to OCC for additional information regarding the Spare Seat Scheme for children travelling to school by bus. (b) Oxfordshire CC – No report.
6	Public Participation: None.
7	Highways (including road safety, place-making and traffic calming): (a) KPC Traffic Advisory Committee and traffic calming proposals – Cllr Fry has met with Kathryn Gash, Community Liaison Officer at OCC, to discuss the below issues that Cllr Enser read out: <ul style="list-style-type: none">• HGV's and dangerous driving.• Repairs to Bletchingdon Road for damage caused by Thames Water.• Potholes and white lines on Church Lane.• Reflectors and speed signs on the A4095 that are concealed by undergrowth.• Repair to footpath between Troy Lane and the A4095.• Verge cutting. Cllr Enser has added potholes and white lines on Church Lane, reflectors and speed signs concealed by undergrowth and repair of the footpath to FixMyStreet. Cllr Conway-Murray advised there will be a further meeting with Cllr Fry, potentially Kathryn Gash and James Wright about traffic calming issues in the village but no date has been arranged yet. Action: NF. Cllr Enser advised that PCSO Ian Wilkins has sent details of how to report crime and traffic issues. The Clerk will put this on the website. Action: Clerk. (b) HGV's in the village and potholes in Church Lane – Cllr Enser advised that Cllr Fry has sent a photo to OCC of skid marks on the road caused by an HGV and that this is the 4 th time the potholes in Church Lane have been added to FixMyStreet. (c) Bletchingdon Road damage caused by Thames Water tankers – Cllr Richardson contacted Andrew Vidovic, Team Leader for Inspections, with his concerns that repairs carried out by a dragon patcher machine would not be of an acceptable standard. Mr Vidovic responded that the dragon patcher is their preferred method and our request for the repairs is on a workbank along with other priority sites.
8	Parish Council-owned assets and community assets: a) Allotments – Cllr Enser gave an update on the allotments. All the mowers, strimmers and rotavators were stolen a few weeks ago and the local PCSO attended and gave advice. The Allotments Association are putting in a late application to the Fete Committee for funds towards replacing the stolen equipment. The first allotments sale on South Green will be held on the first Saturday in August.

	<p>Community Orchard & Gravel Pit Field – Scything is now in progress on the orchard and all villagers are welcome to join KWACS every Saturday at 5pm.</p> <p>b) Community Land Trusts – Cllr Chacksfield explained that Steeple Aston have started a Community Land Trust and various villages have been asked if they are interested in starting one. KPC would not have the resources to undertake this but would be interested to hear from anyone who may wish to take this forward and Helen Macbeth may have some ideas on suitable people.</p>
9	<p>Maintenance (Parish Council and community assets): 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) Village protocol for grass cutting – Agreed to map and establish who is responsible for areas within the village and publish the information for Kirtlington residents. Christine Marsh will send a CAD plan to Cllr Chacksfield which can be annotated to clearly set out responsibilities. Action: CM, KC.</p> <p>Cllr Enser listed the following areas of responsibility:</p> <ul style="list-style-type: none"> • OCC is responsible for cutting all the roadside verges. • Ady Podbery has a contract with KPC for cutting the Sports Field. • Greenscapes have a contract with KPC for cutting the Greens and the Pound. • KWACS and the PCC are responsible for cutting the Church yard and use scythes and KPC’s mower. • Volunteer groundsmen currently maintain the outer areas of the Sports Field and around the Village Hall car park. <p>OCC policy is to cut 1 metre along the edge of the verge. There is an issue with overgrown nettles between Troy Lane and the Bletchingdon Road. Cllr Fry will ask Kathryn Gash when the verges are next due to be cut. Action: NF.</p> <p>b) Request to gravel Tinker’s Ditch and Betty Bull’s Lane. However it was agreed that this request would be put on hold until the budget has been reviewed against actual spend to date. The Clerk will also inform the resident who made the request of this. Action: Clerk.</p> <p>c) Quote for re-gravelling path from the Church to Troy Lane and Troy Lane to Bletchingdon Road – As above, agreed that this request would be put on hold until the accounts have been reviewed.</p>
10	<p>Village Hall, Sports Field and Play Areas:</p> <p>(a) Village Hall liaison – Cllr Enser gave an update. The new kitchen works are due to start on 6th August and a skip will be in the car park from 5th August. An issue with the bins has been resolved. Mark Harrison has sent details of potential car park re-surfacing requirements to the Clerk as requested by Cllr Enser. KPC would possibly need to budget for this over the next two to three years. Cllr Chacksfield asked whether S106 money could be used for this but OCC would need to release the money first. The Clerk has written to the Air Ambulance to offer to advertise their collections rather than host a clothing bank in the car park.</p> <p>(b) Quote for fence which borders Mollie Mins Lane and the Sports Field – Cllr Chacksfield advised that KPC bought the equipment to repair the fence after it was damaged by Bowards. Cllr Nicholson will speak to the volunteer groundsmen. Action: JN. Sport’s Field Maintenance update - There was a discussion regarding maintenance and Cllr Nicholson will liaise with the volunteer groundsmen and also on the proposed new key safe for the field gate key. Action: JN. The type of herbicide being used was raised again which Cllr Nicholson will look into. Action: JN.</p> <p>(c) Play Areas on Sports field and Roman Close – The Clerk will ask the resident who originally contacted KPC about Roman Close maintenance whether volunteers would be interested in clearing the area if KPC were to provide a skip. KPC would then be willing to repair the fence at Roman Close once this has been done. Agreed: Three quotes were received and it was agreed to use the contractor that provided the cheapest quote. Action: Clerk.</p> <p>(d) Quotes for fence repairs at Roman Close – Three quotes have been received for its repair. As above, KPC require the area to be cleared of all broken equipment and the shed prior to instructing a contractor to repair the fence.</p>

	(e) Future of leaking existing storage container on the sports field – This needs to be inspected and will be carried over to the September meeting.				
11	<p>Community Shop and Café project (Shop Steering Group, SSG):</p> <p>a) Alteration to KPC lease and potential solicitors – Three solicitors quotes have been sent to the SSG. Two quotes are local and one isn't, however the non-local firm are specialists in working for Parish Councils and provided the cheapest quote. It was agreed that this firm would be KPC's preference and KPC are waiting for the SSG to respond with their preference.</p> <p>b) The Community Shop project have invited one of their future supplier's, Worthy Earth, to have a fresh vegetables stall on South Green on the last Saturday of July, August and September. The allotments people are happy with this as it doesn't clash with their stall.</p>				
12	<p>Parish Services, Correspondence, Publicity:</p> <p>a) Village News, Website, Facebook – The Clerk has posted the following onto the village Facebook page: OCC Climate Questionnaire, a link to the sewage issues form for residents to complete and a link to the GoFundMe website for the Village Hall's new kitchen fundraiser. The sewage form and GoFundMe link have also been posted on the village website. The Clerk will draft a communications policy for the website, Facebook and emails. Action: Clerk. The Clerk suggested only putting things that are specific to Kirtlington onto the village website.</p> <p>b) Vexatious policy review – The Clerk is working on this policy which can be approved at the September meeting. Action: Clerk. The Clerk advised that the complaint submitted to the Information Commissioner's Office has been withdrawn.</p> <p>c) Closure of Post Office – The Clerk has continued to chase the Post Office for a response. Cllr Enser reiterated that they had promised a travelling service and have reneged on this. The website states that there was a consultation but KPC were not informed of this and the Clerk will follow up with a formal complaint to the relevant body. Action: Clerk.</p>				
13	<p>Planning:</p> <p>(a) Monthly parish planning applications</p> <table border="1"> <tr> <td>24/01823/F Deadline: 05/08/24</td> <td>Installation of ten solar PV panels, removal of previously approved dormer window (23/02804/F), addition of a new Velux and small incremental increase to flat roof parapet at 1 The Chestnuts. NO OBJECTION</td> </tr> <tr> <td>24/01846/F Deadline: 07/08/24</td> <td>Erection of timber clad stable and tack room on skids at field west of Crowcastle Lane. NO OBJECTION</td> </tr> </table> <p>Update on previous applications:</p> <ul style="list-style-type: none"> • 24/01608/F & 24/01609/LB Flights Mill, Mill Lane – Still under consultation with CDC. • 24/01537/F 9 Hatch Way – Still under consultation with CDC. • 24/01523/F Park Farm, Akeman Street – Still under consultation with CDC. • 24/01365/F Orchard Field House, Park Close – Still under consultation with CDC. • 24/01280/F Sundown, Crowcastle Lane – Application permitted by CDC. • 24/01251/F Cob Cottage, Bletchingdon Road – Application permitted by CDC. <p>(b) Corner Farm / Manorwood Homes Appeal Hearing 24/00008/REF – Appeal dismissed.</p> <p>(c) Orchard Field House planning application – <i>Cllr Enser left the room.</i> Cllr Conway-Murray said that she doesn't have an update on when this will be decided, however there is a covenant on the land covering 1 to 10 Park Close so that in the event of any commercial use taking place, residents have a right to stop this. It was noted that covenants can be lifted. Cllr Simpson is in contact with OCC regarding placement procedures for putting children into care. The planning application was not brought before the CDC Planning Committee because the deadline of 18th June had passed, however Cllr Simpson advised via email that he is in contact with OCC officers and before any children can be moved into the property it must be inspected by OFSTED which is approximately four months after the work is completed. The Clerk will provide feedback to Park Close residents. Action: Clerk.</p>	24/01823/F Deadline: 05/08/24	Installation of ten solar PV panels, removal of previously approved dormer window (23/02804/F), addition of a new Velux and small incremental increase to flat roof parapet at 1 The Chestnuts. NO OBJECTION	24/01846/F Deadline: 07/08/24	Erection of timber clad stable and tack room on skids at field west of Crowcastle Lane. NO OBJECTION
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	<p>(d) Mid-Cherwell Neighbourhood Plan (MCNP) Review – An updated MCNP Constitution has been received which KPC have clarified does not require any additional funds. There is a meeting of the MCNP Forum on 31st July which Christine Marsh and Helen Macbeth will attend.</p>
14	<p>Finance:</p> <p>(a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.</p> <p>(b) Barclays account closure – The signed forms have been sent to Barclays and the Clerk is expecting the accounts to be closed imminently. If there is a delay with this KPC will write a cheque to move funds from Barclays to Unity Bank so that payments can be made via online banking from August onwards. Action: Clerk.</p> <p>(c) Grant opportunities for 2024-25 – This will be discussed at the Finance Committee meeting in August. Action: FC.</p> <p>(d) Review of this year’s budget – This will be reviewed at the Finance Committee meeting in August. The Clerk will update the accounts and send to the Finance Committee alongside a list of possible capital expenditure. Action: Clerk, FC.</p>
15	<p>Dates for future KPC meetings: A meeting date for September was agreed (there is no KPC meeting in August): 18th September 2024</p>
16	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <ul style="list-style-type: none"> • Christine Marsh raised the issue of signage for the Game Fair at Blenheim Palace directing traffic through the village without prior consultation. Christine will liaise with Cllr Simpson. • Cllr Nicholson advised that the landowner had made an offer to hand the Scout Hut land over to KPC to be incorporated into the existing sports field lease, subject to the same restrictions on usage. KPC voted to accept this offer once a firm offer is made in writing. • Ongoing - Parish Council assets maintenance review, tree surgery review (in the Autumn), village website review, future of existing storage container on sports field, vexatious policy review, communications policy.

The meeting closed at 8.15pm.

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