

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on Wednesday 26th June 2024 at 6.30pm

Present: Cllrs Briony Enser, Nick Fry, Kay Chacksfield, David Richardson
In Attendance: Joanne Broughton (Clerk), District Cllr Grace Conway-Murray, 16 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 Chacksfield as Chair and Cllr Fry as Vice Chair.
2	Apologies for absence: County and District Cllr Nigel Simpson, Cllr James Nicholson, Cllr Jan Harwell, Tony Summerfield.
3	Declarations of interest: Cllr Chacksfield regarding item 14(a) planning applications 24/01608/F & 24/01609/LB and Cllr Enser regarding item 14(a) planning application 24/01365/F.
4	Confirmation of minutes: The minutes of the meeting held on 22 nd May 2024 were signed.
5	District and County Councillor reports: (a) Cherwell DC – An email was received from Cllr Simpson with one request which will be discussed under Item 14, Planning. Cllr Conway-Murray gave a brief update. The new CDC administration is continuing to assess every aspect of the Council and Heyford Park’s application to leave the Mid-Cherwell Neighbourhood Plan has been approved. (b) Oxfordshire CC – No report.
6	Thames Valley Police: Police Community Support Officers (PCSO’s), Ian Wilkins and Thomas Nichol, introduced themselves and said that another PCSO will be joining them next month. The main issue for Kirtlington is the quarry and they patrol it alongside the Bicester Rural Team and Cherwell District Council’s Anti-Social Behaviour Team. PCSO Wilkins will not be at Kirtlington Fete this year but new colleague Craig Naylor, Neighbourhood Supervisor, and some of the Bicester Rural Team will attend. Residents were welcome to scan a QR code on PCSO Wilkins’ phone during the meeting to access a questionnaire regarding the three main policing priorities. He visits Kirtlington every four weeks on a Saturday at approximately 1pm and tries to advertise this on social media. Cllr Enser read out some concerns from Tony Summerfield’s Neighbourhood Watch Whatsapp Group. These were regarding the quarry, vandalism, cars speeding through the village and motorbikes at the quarry. Further concerns were drug dealing in the Village Hall car park, 20mph signage not being visible, litter and people driving fast along Mill Lane. PCSO Wilkins said they have night vision cameras which can scan the entire quarry to see if anyone is there and that traffic concerns need to be reported to OCC. Cllr Chacksfield raised concerns of drug taking in the quarry in the evenings. The PCSO’s main hours are 8am to midnight but the Rural Crimes Policing Team work 24 hours a day. Tony Summerfield has their contact details and can contact them with potential timings of anti-social behaviour so that the patrol plan can be adjusted. Cllr Richardson asked how to report people driving while taking drugs in cars and PCSO Wilkins advised calling 999 for immediate action. The alternatives are 101 or using the online reporting system on the Thames Valley Police website for longer term issues. PCSO Wilkins will send KPC details of what concerns they can address and how best to contact them. Action: PCSO Wilkins, BE.
7	Public Participation: Several members of the public indicated that they would like to speak on a planning matter. An opportunity would be given to speak at item 14, Planning.
8	Highways (including road safety, place-making and traffic calming): (a) KPC Traffic Advisory Committee and traffic calming proposals – Cllr Fry met with new volunteer Andrew Banks two weeks ago and KPC voted him onto the Committee. Cllr Richardson will speak to another potential volunteer. Action: DR. OCC have appointed a Community Liaison Officer, Kathryn Gash, who emailed KPC offering a meeting. Cllr Fry to meet with her tomorrow to walk around the village to discuss issues. Action: NF.

	<p>(b) HGV's in the village and potholes in Church Lane - Cllr Fry will discuss with Kathryn Gash from OCC during their meeting. Action: NF</p> <p>(c) Parking on Mill Lane – Following Cllr Harwell's meeting with Billy Burnell from Oxford and District Angling Association (ODAA) regarding anglers parking on Mill Lane, Cllr Chacksfield to draft letter for Clerk to send. Action: KC.</p> <p>(d) Bletchingdon Road damage caused by Thames Water tankers – Cllr Richardson emailed Nigel Simpson and was advised to follow up with Andrew Vidovic, Team Leader for Inspections. Action: DR. Cllr Conway-Murray advised that Kathryn Gash may be able to assist.</p> <p>(e) Community Speedwatch and equipment – Cllr Richardson contacted Pete Shaw who currently has the equipment and is awaiting a response. Action: DR.</p>
9	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments – Cllr Enser advised that Scottish and Southern have contacted KPC to request permission to undertake maintenance work on a telegraph pole. KPC agreed this can proceed and Clerk to advise SSE. Action: Clerk. The Allotments Association are holding a party on Sunday 30/6 in the afternoon. If anyone is interested in taking on an allotment they are welcome to attend. Community Orchard & Gravel Pit Field - Nothing to report.</p> <p>b) Second defibrillator for the village – Cllr Richardson has spoken to the Dashwood and will collect the defibrillator from Cllr Enser. Action: DR.</p>
10	<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) Tree maintenance on South Green – Cllr Enser said that the branches on South Green are hanging very low and it's not good for the grass. The fair at Lamb Ale also knocked down a branch. Resolved: Consider with all other trees that KPC are responsible for in the Autumn.</p> <p>b) Village protocol for grass cutting and maintenance of Greens, Pound and Sports Field – Discussion regarding differing views from residents on cutting grass short or keeping it long for wildlife and wildflowers. Cllr Enser suggested finding a compromise between the two. Verges are cut by OCC and they will cut sight lines for visibility as and when required and will do other areas once a year. Cllr Fry will ask if this can be increased to twice a year during his meeting with Kathryn Gash from OCC. Action: NF. Cllr Chacksfield will draft a proposal regarding the wildflowers and other aspects of grass cutting that KPC can control. Action: KC.</p> <p>c) Lamb Ale feedback – KPC trialled a much smaller fair this year after being let down by the previous fair provider. The new provider is willing to come back next year with a slightly bigger fair and would advertise it more widely in advance. The Clerk suggested contacting Hatwells who are well known in this area and are a bigger fair. Action: Clerk.</p> <p>d) OCV hedge laying at Tinker's Ditch – OCV have sent a proposal for what their volunteers can achieve in the Autumn and would then complete it in the Spring. Resolved: Cllr Enser to contact OCV to accept their proposal. Action: BE. KPC received request to gravel over Tinker's Ditch and Betty Bull's Lane. Cllr Fry to inspect. Action: NF.</p>
11	<p>Village Hall, Sports Field and Play Areas:</p> <p>(a) Village Hall liaison – Cllr Enser provided an update. Bob Wilkes has formally retired from KVHMC and has been thanked for all his work over the years. The reported issue with a waste bin has been resolved and it will now be emptied weekly by CDC. A quote for the new kitchen has been received for £38,000 and a GoFundMe account has been launched to help raise funds for this as well as fete funding being applied for. Clerk to put GoFundMe details on Facebook and website. Action: Clerk. Agreed to request for skip to be located in the village hall car park in August when the kitchen is being fitted. Request for Air Ambulance clothing bank to be situated in the village hall car park was not agreed due to potential issues with untidiness. Instead KPC to offer to advertise their collections on Facebook and on the website when the Air Ambulance are doing a collection in the village. Action: Clerk. Cllrs Nicholson and Richardson to check Sports Wall regarding hard surface request for basketball. Cllr Enser will send Cllr Richardson details. Action: JN, DR, BE. Cllr Enser also reported a suggestion for a new key</p>

	<p>safe to contain keys for the field gate that only named people and emergency contacts could access. KPC agreed this and Cllr Richardson will liaise with the volunteer groundsmen. Cllr Enser to report back to KVHMC. Action: BE, DR. Cllr Nicholson is looking into herbicide on the sports field. Action: JN.</p> <p>(b) Quote for fence which borders Mollie Mins Lane and the Sports Field – This was damaged by Bowards. Cllr Nicholson to speak to volunteer Groundsmen. Action: JN.</p> <p>(c) Play Areas on Sports field and Roman Close – Cllr Fry gave an update on Roman Close following his recent inspection and previously circulated photographs to all councillors. The fenced in play area for small children is well maintained, however the surrounding area between the car parking area and grassy area is very untidy with a broken fence. The other side of the surrounding area contains broken pallets and items that are in poor condition. KPC have received a request to repair the fence and contribute towards play equipment in this area. Agreed that we need to establish ownership and Clerk to respond to request from resident that we agree there is an issue and that we will establish ownership before taking action. Action: Clerk.</p> <p>(d) WI Bench – The Clerk and Cllr Fry organised two quotes and agreed to proceed with the lower quote from Noel Price at £260 labour and £97 materials. Cllr Fry will liaise with the WI and contractor. Action: NF.</p> <p>(e) Scout Hut – Demolition of the Scout Hut has now taken place. Cllr Nicholson has raised the possibility of handing the site over to KPC to be incorporated into the existing lease, subject to the same restrictions on usage. KPC agreed it would be interested if an offer is formally made. There was a brief discussion on the possibility of rewilding this land.</p> <p>(f) Future of existing storage container – Clerk has confirmed this is insured. To be discussed at the next meeting when Cllr Nicholson is present.</p>				
12	<p>Community Shop and Café project (Shop Steering Group, SSG):</p> <p>a) Alteration to KPC lease and potential solicitors – Three solicitors quotes have now been received. Cllrs Chacksfield and Fry will look at these and forward to the SSG. Action: KC, NF.</p>				
13	<p>Parish Services, Correspondence, Publicity:</p> <p>a) Village News, Website, Facebook – A Village News postal subscription for the Clerk has been paid for. Clerk to put reports from the Annual Parish Meeting on the website. Action: Clerk.</p> <p>b) Vexatious policy review – This will be carried over to the July meeting.</p> <p>c) Closure of Post Office – The Post Office officially closed on 18th June 2024 and KPC have written to them to enquire about their previous commitment to continue offering the village a service such as a travelling van. No response has been received and the Clerk will follow this up. Action: Clerk.</p>				
14	<p>Planning:</p> <p>(a) Monthly parish planning applications</p> <table border="1" data-bbox="284 1480 1385 2029"> <tr> <td data-bbox="284 1480 496 1895">24/01608/F & 24/01609/LB</td> <td data-bbox="496 1480 1385 1895"> <p>Partial demolition/re-construction and development of existing ancillary boathouse/workshop/garage into accommodation and garage, allowing for new garden equipment store and re-location of greenhouse (within Listed curtilage of Flights Mill and Flights Mill Dovecot) at Flights Mill, Mill Lane. <i>Cllr Chacksfield left the room.</i> No objection but with the following suggested conditions:</p> <ol style="list-style-type: none"> 1) The proposed development shall be used at all times as ancillary family accommodation to the existing dwelling known as Flights Mill, and shall not be let or sold as a separate unit of accommodation. 2) Inclusion of one bat and one bird nesting box. 3) Provision of details for the solar panels to ensure that their visibility from the canal/towpath is minimised (preferably to be as flush with roof material as possible). Only pile foundations and no-dig construction methods for proposed paving to be used in the RPA of the 2no retained Scots Pines (the extent of new paving within the RPA of these trees is unclear). </td> </tr> <tr> <td data-bbox="284 1895 496 2029">24/01537/F</td> <td data-bbox="496 1895 1385 2029"> <p>Installation of a domestic air-source heat pump in the back garden, at the side of the property, adjacent to the boundary fence at 9 Hatch Way. No objection but with the following suggested condition: That noise levels do not exceed 42 decibels when measured at a point one metre away from the neighbour's nearest door or window.</p> </td> </tr> </table>	24/01608/F & 24/01609/LB	<p>Partial demolition/re-construction and development of existing ancillary boathouse/workshop/garage into accommodation and garage, allowing for new garden equipment store and re-location of greenhouse (within Listed curtilage of Flights Mill and Flights Mill Dovecot) at Flights Mill, Mill Lane. <i>Cllr Chacksfield left the room.</i> No objection but with the following suggested conditions:</p> <ol style="list-style-type: none"> 1) The proposed development shall be used at all times as ancillary family accommodation to the existing dwelling known as Flights Mill, and shall not be let or sold as a separate unit of accommodation. 2) Inclusion of one bat and one bird nesting box. 3) Provision of details for the solar panels to ensure that their visibility from the canal/towpath is minimised (preferably to be as flush with roof material as possible). Only pile foundations and no-dig construction methods for proposed paving to be used in the RPA of the 2no retained Scots Pines (the extent of new paving within the RPA of these trees is unclear). 	24/01537/F	<p>Installation of a domestic air-source heat pump in the back garden, at the side of the property, adjacent to the boundary fence at 9 Hatch Way. No objection but with the following suggested condition: That noise levels do not exceed 42 decibels when measured at a point one metre away from the neighbour's nearest door or window.</p>
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24/01523/F	<p>Extension of existing leisure/tourism site via the introduction of 4 additional cabins at Park Farm, Akeman Street. Objection with the following comment: Suggest that Cabin No 10 is relocated away from the southern edge of the lake and embedded further within the wood, so that there is no possibility of being able to see that cabin from the Oxfordshire Way.</p>
24/01365/F	<p>Change of Use from a family 4 bedroom home to a children's residential home at Orchard Field House, Park Close. <u>Cllr Enser left the room.</u> Objection Several members of the public spoke and raised concerns about this planning application ranging from lack of parking, lack of amenities in the village for young people and potential noise. Cllr Nigel Simpson emailed the Clerk prior to the meeting requesting that KPC send him a formal request to call this in to go before the Planning Committee. This was agreed by all councillors. Full KPC response to be submitted to CDC and posted separately on KPC website. Action: Clerk.</p>
<p>Update on previous applications:</p> <ul style="list-style-type: none"> • 24/01280/F Sundown, Crowcastle Lane – Still under consultation with CDC. • 24/01251/F Cob Cottage, Bletchington Road – Still under consultation with CDC. • 24/01072/F 1 Troy Lane – Application permitted. • 24/01000/LB Kirtlington Park House – Application permitted. <p>(b) Corner Farm / Manorwood Homes Appeal Hearing 24/00008/REF – Awaiting results of appeal hearing that was held on 18th June 2024.</p> <p>(c) Mid-Cherwell Neighbourhood Plan (MCNP) Review – Cherwell has agreed to Heyford Park coming out of the Neighbourhood Plan. The next MCNP meeting is 31st July. Helen Macbeth gave a brief overview of Community Land Trusts which are set up to own and manage land with the express purpose of benefit to the local community. Assets can range from housing to other local projects. Helen Macbeth suggested setting up a Community Land Trust Steering Group in Kirtlington and will send KPC online links about this including Hook Norton's CLT.</p>	
15	<p>Finance:</p> <ul style="list-style-type: none"> (a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule. (b) <u>Internal Audit 2023-24</u> was approved. (c) <u>Annual Governance Statement 2023-24</u> was agreed and signed. (d) <u>Accounting Statements for 2023-24</u> were approved and signed. (e) <u>The period for the exercise of public rights</u> is 27th June 2024 to August 7th 2024 and the notice will be published on the website and noticeboards. Action: Clerk. (f) Insurance quote from Clear Councils for 2024-25 – The quote for £726.76 was agreed. (g) Grant opportunities for 2024-25 – Carried forward to July meeting.
16	<p>Weston Airfield: Cllr Richardson gave an overview of Weston Airfield's plans to allow a commercial enterprise to do 30 flights per day at weekends and the potential noise issues. Cllr Richardson will liaise with Diane Bohm, Chair of Weston on the Green Parish Council, who brought this to KPC's attention. Action: DR.</p>
17	<p>Dates for future KPC meetings: Meeting dates for July and September were agreed (there is no KPC meeting in August): 24th July 2024, 18th September 2024</p>
18	<p>Other matters for information not elsewhere on the agenda and items for future agendas: 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.</p>

The meeting closed at 8.30pm.

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