

KIRTLINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Village Hall (Hazel Room)
Wednesday 22nd May 2024 at 6.30pm

Present: Cllrs Briony Enser, Nick Fry, Kay Chacksfield, Jan Harwell, David Richardson
In Attendance: Joanne Broughton (Clerk), 3 members of the public

1	<p>Election of Chair: Cllr Enser declined to stand for re-election and KPC thanked her for all her hard work. It was agreed to rotate the Chair on a monthly basis for the time being until a longer term Chair is agreed. It was unanimously agreed to elect Cllr Fry as Chair until the next council meeting. It was agreed that Cllr Chacksfield will be elected as Chair at the June meeting and Cllr Nicholson will be elected as Chair at the July meeting.</p>
2	<p>Election of Vice Chair: It was agreed to rotate the Vice Chair on a monthly basis for the time being until a longer term Vice Chair is agreed. It was unanimously agreed to elect Cllr Richardson as Vice Chair until the next council meeting. It was agreed that Cllr Fry will be elected as Vice Chair at the June meeting and Cllr Chacksfield will be elected as Vice Chair at the July meeting.</p>
3	<p>Apologies for absence: County and District Cllr Nigel Simpson, Cllr James Nicholson.</p>
4	<p>Declarations of interest: None.</p>
5	<p>Confirmation of minutes: The minutes of the meeting held on 17th April 2024 were signed as a true record.</p>
6	<p>District and County Councillor reports / Members of the public</p> <ul style="list-style-type: none">(a) Cherwell DC - A report was received prior to the meeting and circulated to all councillors. Report to be put on the KPC website. Action: Clerk.(b) Oxfordshire CC – As above. <p>Members of the public were invited to raise any questions at the end of the meeting.</p>
7	<p>Highways (including road safety, place-making and traffic calming)</p> <ul style="list-style-type: none">(a) KPC Traffic Advisory Committee – Helen MacBeth has stood down from the Committee and KPC thank her for all her help. Christine Marsh and Ashley Prior have agreed to continue on the Committee. Resolved: Cllrs Fry and Richardson to contact two potential volunteers. Action: NF, DR. Further volunteers are welcome to join.(b) HGV's in the village and potholes in Church Lane – Cllr Enser reported that Cllr Simpson is trying to arrange a site visit from OCC and we are waiting to hear the outcome.(c) Parking on Mill Lane – Cllr Harwell met with Billy Burnell from Oxford and District Angling Association (ODAA) to discuss KPC's concerns regarding anglers parking along Mill Lane when fishing at Pigeons Lock. He explained that many anglers have mobility problems and therefore need to park as close as possible to the water they are going to fish. Cllr Harwell explained that as Mill Lane is a Bridleway, access is restricted to nearby residents and therefore non-residents vehicles would not be covered by their insurance. Non-residents vehicle usage is also accelerating the degrading of the bridleway and maintenance is expensive. Residents of Pigeons Lock properties have borne the cost of this in recent years. Several potential solutions were discussed including the angling club contributing to the maintenance costs of Mill Lane, informing competition organisers and anglers not to drive along Mill Lane, organising car-pooling and asking the Canals and River Trust for permission to park on their land. If all else fails, the angling club could terminate their agreement with the Canals and River Trust to fish at Pigeons Lock. KPC discussed the options and agreed that the cost of maintenance would be too significant for the anglers and that the priority should be to reduce their vehicle usage. Cllr Richardson suggested using a field for parking and Cllr Chacksfield will follow this up. Cllr Harwell and Clerk to liaise with Billy Burnell regarding car-pooling. Action: KC, JH, Clerk.

	<p>(d) Bletchington Road damage caused by Thames Water tankers – Cllr Richardson has spoken to Cllr Simpson who agreed that repairs carried out by OCC using a dragon patcher are ineffective. The erosion of the verges also needs to be addressed. Cllr Richardson will follow this up with Cllr Simpson. Action: DR.</p> <p>(e) Community Speedwatch and equipment – Pete Shaw currently has the hand-held speed gun and Speed Indicator Device (SID) and has offered to provide training. Cllr Richardson will contact him to arrange for the equipment’s return and discuss training. He will also contact people who were previously interested in volunteering. Action: DR.</p>
8	<p>Parish Council-owned assets and community assets</p> <p>a) Allotments – Cllr Enser advised that the allotments will have a stall at the fete this year. Community Orchard - Nothing to report. Gravel Pit Field – Nothing to report.</p> <p>b) Second defibrillator for the village – Liaise with The Dashwood regarding installation of the new defibrillator on the outside of their property. Action: DR.</p> <p>c) Portrait of King Charles – The Church declined the free portrait of King Charles that has been offered to all Councils. It was then offered to Kirtlington CE Primary School but they already have one, therefore it will now be offered to the village hall. Action: BE.</p>
9	<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> <p>a) OCC consultation for disabled parking on South Green – KPC has sent a response objecting to this on the basis that OCC does not own the land.</p> <p>b) North and South Greens mowing – The Greens are being cut fortnightly and will be cut immediately before Lamb Ale. Re-seeding of South Green will take place after Lamb Ale. Action: BE.</p> <p>c) Lamb Ale funfair – Cllr Enser is meeting with Jefferson Williams from JW Amusements tomorrow to show him South Green. Action: BE. A formal invite to bring their funfair to Lamb Ale has now been sent. It was mentioned that Mr Hebborn is unhappy at not being invited this year, however The Showmen’s Guild have confirmed to us that Hebborns do not have any rights to attend Lamb Ale due to not attending as promised for the last two years or paying their fees.</p>
10	<p>Village Hall, Sports Field and Play Areas</p> <p>(a) Village Hall liaison – Cllr Enser attended the KVHMC meeting last Monday and there was a discussion about a bin on the Sports field that is not being emptied by CDC, possibly due to its location. Cllr Enser will contact CDC Waste Department about this. Action: BE.</p> <p>(b) Sports field maintenance – There was an incident whereby a secondary padlock had been attached to the area where the football equipment is kept, resulting in a visiting football team having to remove it with a bolt cutter. Cllr Fry confirmed that the volunteer Groundsmen have his contact details in the event of any issues and will send them a reminder of this. Action: NF. Cllr Richardson has copies of two keys for the main gate to be passed to Sian Smith. Action: DR.</p> <p>(c) Play Areas on Sports field and Roman Close – Volunteers have offered to do maintenance on Roman Close Play Area. KPC agreed that volunteers should not work on any play equipment as this must be carried out by a specialist company for insurance purposes. However, volunteers may conduct light maintenance of weeding etc using their own tools. Cllr Fry will have a look at the play area and liaise with the Clerk on a response. Action: NF, Clerk.</p> <p>(d) W.I. bench – Cllr Fry advised that their preferred position is half way along the fence backing onto the playground, facing the church. Agreed to obtain quotes for its installation. Action: NF, Clerk.</p> <p>(e) Scout Hut demolition – Cllr Nicholson has advised that contractors are coming on 10th June.</p>
11	<p>Community Shop and Café project (Shop Steering Group, SSG)</p> <p>a) Alteration to KPC lease and potential solicitors – Celia Hawkesworth from the CBS was keen to have the revised Heads of Terms which we have now drafted and will need to be signed by everyone represented on it once the CBS have agreed it. We have also altered the</p>

	<p>draft for the background note as well. Resolved: Unanimously agreed to send this to Celia tomorrow. Action: BE, Clerk. Cllr Enser and the Clerk have been in contact with Blake Morgan and Welch and Stammers Solicitors for quotes regarding the variation of the lease. The Oxford Association of Local Councils (OALC) have provided the Clerk with details of Solicitors that specialise in dealing with Parish Councils and the Clerk will contact one of these for a third quote. Once all quotes have been received the information will be provided to the CBS. Action: Clerk, NF, KC.</p>						
12	<p>Parish Services, Correspondence, Publicity</p> <p>a) Annual Parish Meeting – This took place on 13th May and was a positive and encouraging meeting that showed the village in its best light. Many informative reports from local clubs and organisations were read out at the meeting and these will be put onto the website with the author’s permission. Action: Clerk.</p> <p>b) Village News and website – Attendees of the Annual Parish Meeting who provided reports have been thanked in the next KPC Village News article which will be out at the end of the month.</p> <p>Facebook - Cllr Chacksfield enquired about the type of posts that should be put onto the KPC Facebook page. Agreed to post about road closures, Lamb Ale, Fete, fireworks, positive information about upcoming events and emergency issues. Also agreed that we will not respond to Facebook comments and if people have an enquiry that requires a response they are to contact us via the contact form on the website or via the KPC postbox outside the school. Clerk to draft Facebook post on how to contact KPC. Action: Clerk.</p> <p>Cllr Harwell mentioned that a resident had asked if the planning applications could go into the Village News again. Agreed that the Clerk will do this going forward. Action: Clerk.</p> <p>Clerk to contact the Village News regarding their offer of a free subscription. Action: Clerk.</p> <p>c) Village sewage issues – The sewage contact form on the website is now working and Clerk will post on Facebook reminding people to report any issues. Action: Clerk.</p> <p>d) Clerk’s laptop – The data transfer between the old and new laptop has now been done by ComputerPro. Microsoft 365 has also been set up. Clerk to look into OneDrive for backup purposes. Action: Clerk.</p> <p>e) Vexatious correspondence – Cllr Fry gave an overview of a complainant called Dan Moore who had requested information under the Freedom of Information Act which we declined. The ICO had responded that KPC were entitled to decline the request and stated that no further action was required. KPC have now received correspondence from the ICO stating that Mr Moore is appealing their decision. Clerk to contact ICO to confirm what KPC are required to do. Action: Clerk.</p> <p>KPC have received numerous information requests from Mr Moore which are both time consuming for KPC and could also have used up the council’s reserves if we had not been able to source external help free of charge.</p> <p>Agreed to review the vexatious correspondence policy and take advice from the National Association of Local Councils (NALC) including whether repeated requests from someone with a commercial interest can be declined. To be considered at the next meeting and also agreed to update the log of information requests that the previous clerk set up. Action: Clerk.</p>						
13	<p>Planning</p> <p>(a) Monthly parish planning applications:</p> <table border="1" data-bbox="379 1599 1385 2009"> <tr> <td data-bbox="379 1599 667 1727">24/01280/F</td> <td data-bbox="667 1599 1385 1727">Erection of single storey side extension at Sundown, Crowcastle Lane, Kirtlington. No objection</td> </tr> <tr> <td data-bbox="379 1727 667 1854">24/01251/F</td> <td data-bbox="667 1727 1385 1854">Removal of Condition 3 (Use of dwelling) of CHS.405/81 at Cob Cottage, Bletchingdon Road, Kirtlington. No objection</td> </tr> <tr> <td data-bbox="379 1854 667 2009">24/00874/F</td> <td data-bbox="667 1854 1385 2009">A more detailed package of works within the area previously approved for ground landscaping under 18/01945/F at Bletchingdon Park House, Springwell Hill, Bletchingdon. No Comments</td> </tr> </table>	24/01280/F	Erection of single storey side extension at Sundown, Crowcastle Lane, Kirtlington. No objection	24/01251/F	Removal of Condition 3 (Use of dwelling) of CHS.405/81 at Cob Cottage, Bletchingdon Road, Kirtlington. No objection	24/00874/F	A more detailed package of works within the area previously approved for ground landscaping under 18/01945/F at Bletchingdon Park House, Springwell Hill, Bletchingdon. No Comments
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24/01072/F	Change of Use of former shop to residential. Demolition of existing 1 and 2 storey rear extensions and construction of new 2 storey extension to rear. Replacement of existing front shop window with smaller window and construction of new canopy porch over front door at 1 Troy Lane, Kirtlington. Agreed to obtain further information prior to making a decision. Action: JH, Clerk.
24/01000/LB	Repairs to the north and south pediment stonework at Kirtlington Park House, Kirtlington Park, Kirtlington. No objection

Update on previous applications:

- 24/00026/F 6 Park Close, Kirtlington - Application permitted.
 - Appeal 24/00008/REF Corner Farm – The Appeal Hearing is taking place on the 18th and 19th June 2024. Clerk to confirm procedure with CDC as representatives for KPC will attend the Hearing and speak on behalf of KPC. **Action: Clerk.**
- (b) Mid-Cherwell Neighbourhood Plan (MCNP) Review – A letter was received from Martin Lipson, asking KPC to sign a letter retrospectively confirming that we agreed to participate in the review. Agreed for Clerk to sign and return this. **Action: Clerk.**

14 **Finance**

- (a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.
- (b) Barclays account closure - Two signatories signed the account closure form to be sent to Barclays. Check with Barclays regarding the cancellation of Barclaycards. **Action: Clerk.**
- (c) Clerk's equipment - Agreed to purchase laptop bag and printer with a scanner for Clerk. **Action: Clerk.**
- (d) Insurance cover for councillors - Agreed for Clerk to seek advice from NALC regarding insurance cover for individual Councillors. **Action: Clerk.**
- (e) Insurance quote for 2024-25 - Our current insurance provider, Zurich, has quoted £1,337.49 for 2024-25. The Clerk has contacted Clear Councils for a quote and will follow this up. **Action: Clerk.**
- (f) 2023-24 Finance report - This will be considered at the next council meeting in June along with the AGAR. **Action: Clerk, FC**
- (g) Additional revenue sources - Clerk to look into grant opportunities and to contact Cllr Simpson regarding the Councillor Priority Fund. **Action: Clerk.**

15 **Parish Council Responsibilities**

- a) Councillor responsibilities and Advisory Committee members were agreed for the year 2024-25:

Chair	To be rotated on a monthly basis until further notice. Currently Cllr Fry, Cllr Chacksfield at June meeting and Cllr Nicholson at July meeting.
Vice Chair	To be rotated on a monthly basis until further notice. Currently Cllr Richardson, Cllr Fry at June meeting, Cllr Chacksfield at July meeting.
Finance Sub-Committee	Cllr Fry, Cllr Chacksfield, Cllr Richardson, Cllr Nicholson
Traffic Advisory Committee	Cllr Fry, Christine Marsh, Ashley Prior
Public Transport Representative	Helen MacBeth
Planning Advisory Committee	Cllr Harwell, Christine Marsh
MCNP Forum Representative	Cllr Richardson, Christine Marsh, Helen MacBeth
MCNP Review 2040	Cllr Enser, Cllr Chacksfield, Christine Marsh, Helen MacBeth
Sports Field and Children's Play Areas	Cllr Richardson, Cllr Nicholson

	Village Hall Management Committee Liaison	Cllr Enser
	School Liaison	Cllr Enser
	Environment / Allotments / Gravel Pit Field	Cllr Enser
	Community Shop Liaison	Cllr Fry, Cllr Chacksfield
	Parish Council Assets (North)	Cllr Enser
	Parish Council Assets (South)	Cllr Harwell
	Charities – Fuel and Wicker Trust / School Endowment Trust	Sam Eeley
	<ul style="list-style-type: none"> • Planning Advisory Committee - Cllr Richardson to contact a potential volunteer and Cllr Harwell to ask Christine Marsh if she knows of anyone that would like to join. Action: DR, JH. 	
16	Dates for future KPC meetings	
	Meeting dates for June and July were agreed. (There is no KPC meeting in August). 26 th June 2024 29 th July 2024	
17	Other matters for information not elsewhere on the agenda and items for future agendas	
	Other matters	
	Future agendas: June - Annual Governance and Accounting Statements (AGAR) 2023-24 approval. Ongoing - Parish Council assets maintenance review, tree surgery review, village website review.	
	Requests to speak from members of the public: There were no requests to speak.	

The meeting closed at 8.30pm. The next meeting is Wednesday 26th June 2024.

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