

## KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)  
on 18<sup>th</sup> September 2024 at 6.30pm

Present: Cllrs Briony Enser, James Nicholson, Kay Chacksfield, Nick Fry, Jan Harwell  
In Attendance: Joanne Broughton (Clerk), County and District Cllr Nigel Simpson, 5 members of the public

1	<b>Election of Chair and Vice Chair:</b> KPC are currently rotating the Chair and Vice Chair on a monthly basis. It was unanimously agreed to elect Cllr Enser as Chair and Cllr Nicholson as Vice Chair.
2	<b>Apologies for absence:</b> District Cllr Grace Conway-Murray, Cllr David Richardson.
3	<b>Declarations of interest:</b> Cllr Nicholson item 10(e) draft heads of terms, Cllr Enser item 12(b) planning application 24/01365/F.
4	<b>Confirmation of minutes:</b> The minutes of the meeting on 24 <sup>th</sup> July 2024 were signed as a true record.
5	<b>District and County Councillor reports:</b> (a) Cherwell DC – County and District Cllr Nigel Simpson gave an update on the following: <i>Cllr Enser left the room.</i> <ul style="list-style-type: none"><li>Orchard House – Cllr Simpson has been liaising with Rebekah Morgan at CDC Planning. A decision on the planning application has not been made yet but it is unlikely to be refused. Cllr Simpson has raised concerns that a child has been placed at the property prior to an Ofsted inspection being carried out. There are also concerns regarding traffic and that correct procedures are not being followed. It is out of OCC's control as the child is not from this County. KPC to write to Ofsted and Cllr Simpson will forward relevant emails to the Clerk. <b>Action: NF, KC</b></li></ul> <i>Cllr Enser rejoined the meeting</i> <ul style="list-style-type: none"><li>Local Plan – This is still being worked on. There will be additional housing with a target number of 1,075. It will go before the Executive at Cherwell on 8<sup>th</sup> December 2024 followed by an 8-week consultation period. An infrastructure plan will be required.</li></ul> (b) Oxfordshire CC – County and District Cllr Nigel Simpson gave an update on the following: <ul style="list-style-type: none"><li>School bus Spare Seats Scheme – OCC decreased the spare seats capacity. Following pressure, they have now agreed to conduct a full review of the scheme.</li><li>The OCC transport budget for next year will be £39 million and the tender process for buses starts in April 2025. The local bus contract is due for review in March 2025.</li><li>S106 Funds – OCC have approximately £278 million to be distributed from the last 20 years. CDC will meet with OCC officers to obtain a full list of S106 allocations for each area detailing what these can be spent on. This will be sent to the Clerk.</li><li>FixMyStreet –. Cllr Simpson will enquire about KPC becoming a FMS 'Super User'.</li></ul>
6	<b>Public Participation:</b> One member of the public mentioned the pothole at the top of Church Lane. This has been reported to OCC several times on FMS by KPC and by Cllr Simpson.
7	<b>Highways (including road safety and traffic calming)</b> (a) KPC Traffic Advisory Committee and traffic calming proposals – The Traffic Advisory Committee will meet before the next KPC meeting. <b>Action: NF</b> (b) An email has been received from Ian Corkin OCC requesting details of potential S106 traffic calming projects. Cllr Fry will respond and copy in Cllr Simpson. <b>Action: NF</b> (c) FixMyStreet updates – OCC responses to issues logged by KPC are unsatisfactory. Tarmac pavement repair requested by KPC at Bletchingdon Road-A4095 junction was declined by OCC. Safety bollards on Oxford Road were cut down by OCC contractors and the KWACS wildflower area was also cut down. The issues will be raised again. <b>Action: Clerk.</b> (d) Blenheim Palace routing signage – Cllr Simpson will forward details in the future.

8	<p><b>Parish Council-owned assets and community assets:</b></p> <p>a) Allotments – Cllr Enser advised that the second vegetable sale on South Green was held on the first Saturday in September and raised £514 for Macmillan Cancer. The next sale will be on the first Saturday in October and funds raised will be split between the Allotments Association and village charities. Community Orchard &amp; Gravel Pit Field – Nothing to report.</p>
9	<p><b>Maintenance (Parish Council and community assets):</b> Kirtlington Conservation Area and village centre (<i>protection of public amenity and heritage, protection from vehicle erosion of public grassed areas at North and South Greens and Pound</i>).</p> <p>a) Village protocol for grass cutting – Cllr Chacksfield has prepared a first draft and will speak to Christine Marsh before circulating to KPC for approval prior to going on the website and noticeboards. <b>Action: KC.</b></p> <p>b) Request to re-gravel Tinker’s Ditch and Betty Bull’s Lane – Not approved at present. Tinker’s Ditch already has a hardcore base and hedge laying there will take place in November. Cllr Fry has arranged for the overhanging holly trees to be cut on 9<sup>th</sup> November. Once this action has taken place, the issue of re-gravelling can be re-visited if necessary. Betty Bull’s Lane needs the weeds trimmed and removed from the gravel. Clerk to arrange quote and respond to person that raised the request. <b>Action: Clerk</b></p> <p>c) Request to re-surface Mollie Mins Lane – Not approved at present; the path already consists of cobbles. Clerk to respond to person that raised the request. <b>Action: Clerk.</b></p> <p>d) Oxford Conservation Volunteers hedge laying at Tinker’s Ditch – This will be on 10<sup>th</sup> November and OCV would welcome any village volunteers to join them. Clerk to advertise for volunteers on Facebook. <b>Action: Clerk.</b></p> <p>e) Tree surgery review – KPC has a duty of care for the trees in the village. The Clerk advised that Parish Councils should usually carry out an annual tree inspection and will check KPC’s liability with the insurance company. Once Clerk hears back from the insurance company KPC will seek quotes as necessary. <b>Action: Clerk.</b></p>
10	<p><b>Village Hall, Sports Field and Play Areas</b></p> <p><b>Village Hall</b></p> <p>a) KVH management Committee liaison - The new KVH kitchen is nearly finished and is almost paid for with grants and donations from people in the village. KVHMC has a long snagging list and has held back 10% of the money until these have been resolved.</p> <p>b) KPC’s archive files - Cllr Enser and KVHMC have checked the village hall for storage space and agreed space in the Oak Room for two filing cabinets.</p> <p>c) CCTV options for KVH - Cllr Enser met Safeguard to discuss. They recommended two cameras to cover the car park at the front and an option for a third camera at the back. The outline quote was for £1500 and there would be a small annual fee to ensure it remains in working order. KPC has applied for a grant towards this from Thames Valley Police.</p> <p><b>Sports field</b></p> <p>d) Sport’s Field Maintenance – Cllr Nicholson met with the volunteer groundsmen and they are content to continue in their roles at present. KPC to look into building a contingency into the budget for the future. Cllr Nicholson to speak to volunteer groundsmen about mending the sports field fence on Mollie Minns Lane. <b>Action: JN.</b></p> <p>e) Draft Heads of Terms for lease to KPC of Scout Hut area – KPC agreed that it would be beneficial for KPC to take on the lease for the Scout hut area alongside the sports field. Cllr Enser signed the draft Heads of Terms on behalf of KPC.</p> <p>f) Future of leaking existing storage container on the sports field – Fete and exercise equipment is stored in this. (The groundsmen’s equipment is stored in the separate hut). The Clerk has circulated costs of a new or second-hand container. KPC agreed to pay for a replacement, preferably second-hand, once it has been inspected by a councillor. Cllr Fry will send the Clerk dimensions and photos of the existing container. <b>Action: NF.</b> Clerk to find out how long a new and second-hand container would last for. <b>Action: Clerk.</b></p>

	<p><b>Play Areas at Sports Field and Roman Close</b></p> <p>g) Playsafety Annual Inspection Reports – Cllr Harwell offered to visit both Play Areas and report back on the items in red which will require KPC action. <b>Action: JH, JN, DR.</b></p> <p>h) Roman Close Play Area - Cllr Chacksfield said that the volunteer work party had done a good job of clearing the play park of disused items and a contractor appointed by KPC will be replacing the damaged fence next week. Clerk to request quotes from Greenscapes and Muddy Spades for the additional grass cutting in this area. <b>Action: Clerk.</b></p> <p>i) Sports Field Play Area – The bins are not being emptied and someone has covered them recently which stops them being used. Cllr Enser offered to contact CDC to resolve. <b>Action: BE.</b></p>
11	<p><b>Parish Services, Correspondence, Publicity:</b></p> <p>a) Village News, Website, Facebook – The Clerk has posted the following onto the village Facebook page: Planning updates, Community Land Trust article.</p> <p>b) Vexatious policy review – Clerk to check policy against NALC guidelines and circulate to KPC. <b>Action: Clerk.</b></p> <p>c) Dismissed complaint - A complaint against the Parish Council procedure on the handling of the Corner Farm planning application has been dismissed by the Monitoring Officer.</p> <p>d) Communications policy – Clerk to circulate to KPC. <b>Action: Clerk.</b></p> <p>e) Post Office closure – The Clerk wrote to the Post Office twice on behalf of KPC, including to the Chief Executive. However, the Post Office refuses to provide any replacement service going forward, despite previous assurances of a visiting service.</p> <p>f) Kirtlington quarry tree works notified by CDC – Clerk to check if this work on ash dieback trees is still ongoing and post onto Facebook if necessary. <b>Action: Clerk.</b></p>
12	<p><b>Planning:</b></p> <p>(a) Monthly parish planning report applications considered – 24/02314/TCA, Deadline: 21/09/24, Ash tree removal, 2 Foxtownsend Cottages, Heyford Road. No KPC objection. (See September planning report for full update and previous applications).</p> <p>(b) Orchard Field House planning application – Discussed previously.</p> <p>(c) Street Trading Licence request for pizza van – No objection to licence renewal. Clerk to enquire if they can provide a bin. <b>Action: Clerk.</b></p> <p>(d) Mid-Cherwell Neighbourhood Plan (MCNP) Review – Heyford Park PC has now left the MCNP. The MCNP forward timetable will take account of the delayed Local Plan.</p>
13	<p><b>Finance:</b></p> <p>(a) Monthly receipts and payments – Approved. The Council approved the proposed and anticipated payments schedule.</p> <p>(b) Barclays account closure – The Barclays accounts are now closed.</p> <p>(c) Finance Sub-Committee meeting – Items discussed during the meeting were KPC capital and maintenance expenditure priorities, amount to be held in reserves and obtaining S106 funds. Year to date expenditure was reviewed against 2024/25 budget.</p> <p>(d) Use of KPC’s reserves – Discussion regarding setting aside funds yearly over the next few years to finance re-surfacing of the village hall car park.</p> <p>(e) Grant opportunities for 2024-25 – To be carried forward to a future meeting.</p>
14	<p><b>Dates for future KPC meetings - 15<sup>th</sup> October 2024, 26<sup>th</sup> November 2024, 14<sup>th</sup> January 2025</b></p>
15	<p><b>Other matters for information not elsewhere on the agenda and items for future agendas:</b></p> <ul style="list-style-type: none"> <li>• Ongoing - Parish Council assets maintenance review, village website review.</li> <li>• KPC will publicise the school’s ‘Past, Present and Future’ project on its Facebook page. The headteacher is seeking former school pupils to speak to the children about the school’s past.</li> </ul>

The meeting closed at 8.30pm

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