

## KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)  
on 15<sup>th</sup> October 2024 at 6.30pm

Present: Cllrs Nick Fry, Briony Enser, James Nicholson, Kay Chacksfield  
In Attendance: Four 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 Fry as Chair and Cllr Nicholson as Vice Chair until the next meeting.
2	<b>Apologies for absence:</b> County and District Cllr Nigel Simpson, Cllr David Richardson, Cllr Jan Harwell, Joanne Broughton (Clerk).
3	<b>Declarations of interest:</b> Cllr Nicholson item 10(g) draft heads of terms, Cllr Enser item 13(b) planning application 24/01365/F, Cllr Fry item 13(a) planning application 24/02603/TCA.
4	<b>Confirmation of minutes:</b> The minutes of the meeting on 18 <sup>th</sup> September 2024 were signed as a true record.
5	<b>District and County Councillor reports:</b> None.
6	<b>Public Participation:</b> One member of the public noted that the pothole at the top of Church Lane has now been fixed and thanked KPC for following this up.
7	<b>Highways (including road safety and traffic calming)</b> <ul style="list-style-type: none"><li>(a) KPC Traffic Advisory Committee – No update on traffic calming proposals. The Traffic Advisory Committee will next meet on 19<sup>th</sup> or 20<sup>th</sup> November. Cllr Fry noted that Andrew Banks is now a member along with himself, Asley Prior and Christine Marsh. Cllr Fry will contact Cllr Richardson for details of another resident interested in joining. <b>Action: NF.</b></li><li>(b) FixMyStreet updates – The Clerk logged all outstanding issues onto FixMyStreet again and various potholes have now been repaired including the large one at the top of Church Lane. The Tarmac pavement repair at Bletchingdon Road-A4095 junction is still outstanding. Safety bollards on Oxford Road were cut down by OCC contractors and their repairs are still outstanding. Cllr Fry advised that all white lines in the village are due for repainting. Follow up with OCC. <b>Action: NF, Clerk.</b></li><li>(c) Establishing a FixMyStreet Super User – The Clerk circulated details to all councillors of the FixMyStreet Super User Scheme being run by OCC that trains volunteers to monitor and report issues on public highways. Clerk to advertise in the Village News for volunteers. <b>Action: Clerk.</b></li><li>(d) Winter salt supplies – Kirtlington’s Winter salt/grit bins have been inspected and OCC has been asked to refill them where required. Salt has been ordered for the bin in the village hall car park that KPC are responsible for. Brambles encroaching from the field there will be cut back. <b>Action: JN, Clerk.</b></li></ul>
8	<b>Parish Council-owned assets and community assets:</b> <ul style="list-style-type: none"><li>a) Allotments, Community Orchard and Gravel Pit Field – KWACS have now scythed and collected the grass in both wildflower areas to promote wildlife.</li><li>b) Maintenance of village planters – Cllr Enser has written to all planter volunteers to thank them and request an update and to ask if they need assistance, plants or bulbs. Clerk to follow up responses and contact resident who has expressed an interest in volunteering. <b>Action: Clerk.</b></li></ul>

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**Maintenance (Parish Council and community assets):**

Kirtlington Conservation Area and village centre (*protection of public amenity and heritage, protection from vehicle erosion of public grassed areas at North and South Greens and Pound*).

- a) Map with village protocol for grass cutting – Cllr Chacksfield has finalised the map showing who is responsible for cutting the different areas of the village. To be sent to the Clerk for putting on the village noticeboards and website. **Action: KC, Clerk.**
- b) Betty Bull’s Lane – A quote from Noel Price for £185 was approved for strimming and clearing the weeds on Betty Bulls’s Lane. A resident has requested that a small wild rose growing there is not cut. **Action: Clerk.**
- c) Hedge laying along Tinker’s Ditch – Oxford Conservation Volunteers have confirmed the date of 10<sup>th</sup> November. Cllr Enser will attend and liaise with OCV and KWACS. Clerk to advertise for village volunteers on Village Facebook page. **Action: Clerk, BE.**
- d) Tree surgery review – The Clerk has recently circulated insurance information on KPC’s liability to maintain the village trees. Review, and potential tree surgeons to quote for the work, to be considered at next KPC meeting. Cllr Fry will send the Clerk details of a tree contractor that he has previously used. **Action: Clerk, NF.**
- e) War Memorial – Clerk to ask Greenscapes to add this to their South Green cutting schedule and to cut prior to Remembrance Day. Cllr Fry will speak to The British Legion representative who has taken over from Ed McFarlane to manage the war memorial. **Action: Clerk, NF.**
- f) Meeting date for archiving – Cllrs provisionally agreed for 21<sup>st</sup> November. Date and venue to be agreed with former Clerk. **Action Clerk.**

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**Village Hall, Sports Field and Play Areas**

Village Hall

- a) Village Hall Management Committee Liaison – Cllr Enser advised that the kitchen is almost finished and the total cost was £40,000. (Mostly funded from grants and donations from villagers with the remaining £7,000 of this to come from the Village Hall’s reserves).

Fireworks will be held on 16<sup>th</sup> November with tickets £6 in advance and £9 on the night, on sale in the morning on 9<sup>th</sup> and 16<sup>th</sup> November at the Village Hall. Refreshments and glow sticks will be on sale. Volunteers for Car Park Marshalls are required. Contact bookings secretary regarding horses needing to be moved. **Action: BE**

- b) Key safe for field gate key – KVHMC has installed a new separate key safe solely for emergency vehicle access. KPC suggested that a note explaining this be placed on the key safe. **Action: BE.**
- c) Purchase of filing cabinets for KPC’S archive in Oak Room of Village Hall - New cabinets were noted to cost around £325, second hand under £100. Oak cabinets in good condition would be preferred. Clerk to investigate what is available. **Action: Clerk.**
- d) CCTV for Village Hall - KPC’s request for a Thames Valley Police grant towards the cost of this has been declined, therefore it was agreed not to take up the current quote from Safeguard. TVP had advised they would offer other grants in the New Year and KPC will apply for this again then. Clerk to respond to Safeguard. **Action: Clerk.**
- e) KVHMC request for car parking on grass at left hand side of KVH drive. Required approximately once a month for large hall bookings. KPC agreed to this on a trial basis. Permission would be withdrawn if the grass was damaged. **Action: BE.**

Sports Field

- f) Sport’s Field Maintenance – Cllr Nicholson has spoken to the volunteer groundsmen and they have kindly offered to repair the sports field fence on Mollie Minns Lane.

	<p>g) Future of existing storage container – Under investigation. Update at next meeting. <b>Action: NF, JN, DR.</b></p> <p>h) Lease of Scout hut land to KPC - Wellers solicitors will be instructed to undertake the lease. The landowners have arranged for some tree surgery on the site and will check the Land Registry records before leasing the land to KPC. <b>Action: NF, KC.</b></p> <p><u>Play Areas at Sports Field and Roman Close</u></p> <p>i) Work party for overgrown vegetation for Roman Close – Seek clarification from Clerk. <b>Action: Clerk.</b></p> <p>j) Grass cutting at Roman Close – Cllr Fry suggested having Roman Close cut on a monthly basis during the grass cutting season. Clerk to contact Muddy Spades for a quote for Roman Close and the junction at Station Road. <b>Action: Clerk.</b></p> <p>k) Playsafety Annual Inspection Reports – Defer action on the reports until Cllr Richardson returns from his training course. <b>Action: JN, DR.</b></p>
11	<p><b>Community Shop and Café</b> <i>Councillor Nicholson left the room.</i></p> <p>a) Solicitor appointment - Wellers will be instructed to undertake the required Deed of Variation to KPC’s lease and the sub-lease to the Kirtlington Shop and Café Ltd in accordance with the Heads of Terms signed by KPC, the Landowners and the KCSC on 10<sup>th</sup> June 2024. Assessing the extent of village support for the Community Shop was discussed. KPC confirmed that the sub lease would not take effect without the support of Kirtlington’s parishioners. Parishioner support would be tested by the take up of the Community Shop share offer, and KPC would determine an appropriate measure of village support at that time. <b>Action: KC, NF.</b></p>
12	<p><b>Parish Services, Correspondence, Publicity:</b> <i>Councillor Nicholson re-joined the meeting.</i></p> <p>a) Kirtlington Village News - An article regarding Community Land Trusts has been submitted for the next edition.</p> <p>b) KPC topics for next KVN – Planning update, Tinkers Ditch hedge. <b>Action: Clerk, BE.</b></p> <p>c) Website, Facebook, recent items posted – Contact CDC for an update on the tree works at the quarry and post information on the Village Facebook page. Also ask CDC to replace the information sign for the quarry at Mill Lane as it is in a state of disrepair. <b>Action: Clerk.</b></p>
13	<p><b>Planning:</b></p> <p>(a) Monthly parish planning application report –</p> <p><i>Cllr Fry left the room.</i> 24/02603/TCA Stonehaven, Troy Lane. Tree works. Deadline 21/10/24. No objection from KPC. <i>Cllr Fry re-joined the meeting.</i></p> <p>24/02543/F 3 Turnpike Cottages, Oxford Road. Garage and workshop to rear garden. Deadline 18/10/24. Clerk to follow up with Christine Marsh on Planning Advisory Sub-Committee as Cllr Enser had written to CM with concerns. Subject to CM advice on this, no objection from KPC. <b>Action: Clerk.</b></p> <p>24/02535/F The Forge, North Green. Removal of condition 3 (use of building). Deadline 29/10/24. No objection from KPC.</p> <p>(See October planning report on website for full update and previous applications).</p>

	<p><i>Cllr Enser left the room.</i></p> <p>(b) Orchard Field House Children’s Home, KPC letter to Ofsted – Following a request from KPC, Cllr Simpson contacted OCC for further information on why children have already been placed in this facility prior to the planning application being decided and an OSFTED inspection carried out. KPC are disappointed with OCC’s response that the children are from another local Authority (not Oxfordshire) and that they will seek clarification from the relevant departments. Cllr Fry will contact District Councillor Grace Conway-Murray to seek further information and advice. <b>Action: NF.</b></p> <p><i>Cllr Enser re-joined the meeting.</i></p> <p>(c) Mid-Cherwell Neighbourhood Plan (MCNP) Review - Martin Lipson, MCNP Chairman, is keeping KPC up to date on developments. The next MCNP Forum meeting is on 23<sup>rd</sup> October 2024.</p> <p>(d) Community First Housing Needs Survey offer - KPC agreed to request advice from Martin Lipson on using this for Kirtlington’s input to the MCNP Review. <b>Action: KC.</b></p> <p>(e) Planning issues for CDC Parish Liaison Meeting – Councillors to think about possible questions to ask at this online meeting and to try to attend if possible. <b>Action: All.</b></p>
14	<p><b>Finance:</b></p> <p>(a) Monthly receipts and payments – Further clarification is required. <b>Action: Clerk.</b></p> <p>(b) AGAR (Annual Governance and Accountability Return) for year ended 31st March 2024, External Auditor Report and Conclusion of Audit – The Council received and accepted the Report and Conclusion of Audit.</p> <p>(c) S106 funds owed to KPC – Clerk to follow up with OCC. <b>Action: Clerk.</b></p> <p>(d) Cost of printer purchase for Clerk – Agreed for the Clerk to purchase a printer with a maximum budget of £100. <b>Action: Clerk.</b></p> <p>(e) Amount of budget to set aside each year towards KVH car park resurfacing – Cllr Nicholson will obtain a quote on which a decision about the yearly amount can be based. <b>Action: JN.</b></p>
15	<p><b>Dates for future KPC meetings - 26<sup>th</sup> November 2024, 14<sup>th</sup> January 2025</b></p>
16	<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>• Possible co-option to fill vacant councillor position at November meeting.</li> <li>• Ongoing - Parish Council assets maintenance review, village website review.</li> </ul>

The meeting closed at 8.31pm.

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