

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on 12th December 2024 at 6pm

Present: Cllrs Briony Enser, James Nicholson, David Richardson, Kay Chacksfield,
Jan Harwell
In Attendance: Joanne Broughton (Clerk), District Cllr Grace Conway-Murray, four
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 Richardson as Chair and Cllr Harwell as Vice Chair until the next meeting.
2	Apologies for absence: County and District Cllr Nigel Simpson, Cllr Nick Fry.
3	Co-option to fill councillor vacancy: Claire Rose introduced herself and was co-opted onto the council. She has lived in Kirtlington for over 30 years and is particularly interested in helping with the Traffic Advisory Committee and School Liaison.
4	Declarations of interest: Item 14 Planning - Cllr Nicholson (planning ref 24/02931/TCA), Cllrs Enser and Rose (24/03056/F).
5	Confirmation of minutes: The minutes of the meeting on 15 th October 2024 were signed as a true record. It was noted that the meeting advertised for 26 th November was opened and closed due to being inquorate.
6	District and County Councillor reports: (a) Cherwell DC – Cllr Conway-Murray gave an update. The new draft Local Plan was approved by the Executive last week and will now have an 8 week consultation period commencing on 20 th December until February 14 th . (b) Oxfordshire CC – No report.
7	Public Participation: Two members of the public wished to discuss South Green and will discuss under item 14.
8	Highways (including road safety and traffic calming) (a) KPC Traffic Advisory Committee – Cllr Conway-Murray and Cllr Fry have been in contact with OCC and have arranged a village walk-through in January. A report from the Traffic Advisory Committee was read out by Cllr Richardson with the main points being: <ul style="list-style-type: none">• Efforts should be focused on the core of the village, particularly outside the primary school.• Christine Marsh has agreed to review and improve the Ordnance Survey maps. Drawings to be used as part of the section 106 discussions.• Possible repainting of the zig zag no parking lines outside the school.• HGV's – Smiths lorry drivers have improved their driving. Adam Mullins is liaising with another lorry firm regarding its drivers and the firm has said they will take action.• Replacement of the now defunct flashing 30mph VAS sign with a 20mph sign to be investigated. Cllr Conway-Murray has offered to follow this up.• Adam Mullins will reinstate the Speedwatch scheme. Cllr Richardson will liaise with him. Action: DR OCC have circulated a Highway Engagement Feedback Form following walk and talk events over the past year. Clerk to liaise with Cllr Fry and Traffic Advisory Committee regarding completion of this. Action: Clerk, NF (b) Establishing a FixMyStreet Super User – The Clerk attended a course which gave an introduction to the scheme and explained how Super Users can report defects on potholes, drains and kerbs. Andrew Banks has volunteered to be a Super User and will liaise with the Clerk to pass on defects to be logged online. Clerk to undertake further online training with

	<p>Lorraine Tougher at OCC prior to becoming a Super User. Super Users can escalate certain defects that are reported onto FixMyStreet by any resident. Action: Clerk</p> <p>Safety bollards on A4095 are still outstanding to be fixed and Clerk will follow this up. Cllr Conway-Murray will also follow up. Action: Clerk</p> <p>(c) Temporary closure of Akeman Street - OCC have sent out a traffic closure order from early January to mid-March for works regarding the Thames Water supply from the top of Kirtlington now being directed towards Great Wolfe Resort. The Clerk has written to Thames Water and copied in Cllr Simpson as this was originally going to be directed from Bicester and there are concerns about the impact on the village water supply and sewerage. Action: Clerk</p> <p>(d) Village bus - OCC have published a new tender for the bus for another two years. This relies on a bus company placing bids. At present the service is due to stop in March 2025.</p>
9	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments, Community Orchard and Gravel Pit Field – The Community Orchard will be holding a Wassail on the 18th January 2025. The brambles at Gravel Pit Field need cutting. Clerk to contact the tenant. Action: Clerk</p> <p>b) Maintenance of village planters – Clerk is following up with planter volunteers. Agreed a budget of £30 per planter each year if bulbs/plants are required. Action: Clerk</p>
10	<p>Maintenance (Parish Council and community assets): 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) Map with village protocol for grass cutting – The map is now finished and the Clerk will scan and put on website. Action: Clerk</p> <p>b) Hedge laying along Tinker’s Ditch – Oxford Conservation Volunteers have now laid half of the hedge and will return on Saturday to complete it. It was agreed to pay them £150 for their work. Action: Clerk</p> <p>c) Tree surgery review and removal of dead tree on North Green – A tree on North Green is down but not dead. A discussion took place regarding a tree surgery review with differing opinions. Cllr Chacksfield mentioned that KPC spent a large amount of money on trees two years ago. It was agreed to leave any tree maintenance until the Summer. The Clerk will arrange for a second opinion on previously recommended works. Action: Clerk</p> <p>d) War Memorial – Greenscapes have agreed to add the grass cutting of the War Memorial to their schedule at no extra cost and had already cut it for Armistice Day.</p> <p>e) Archive Meeting – A meeting was held between the previous Clerk, the current Clerk and Cllrs Enser, Harwell and Chacksfield to discuss the Council’s archiving requirements. A filing cabinet will be purchased to store the archiving in the Oak Room at the Village Hall at a maximum cost of £350. Action: Clerk</p>
11	<p>Village Hall, Sports Field and Play Areas</p> <p><u>Village Hall</u></p> <p>a) Village Hall Management Committee Liaison – Cllr Enser gave an update. Three new members have joined the Committee. A transfer of £10,000 will be made from the deposit account to the current account. The fireworks were a success although 5% down due to weather. Cars parked in the village hall car park that have been there for a while have been reported to the police. The unsuccessful Thames Valley Police grant application for CCTV at the Hall was disappointing in view of the recent break in and illegal parking. OCC will collect the excess bags of salt that were delivered in error.</p> <p><i>Cllr Rose left the meeting for a prior appointment.</i></p>

	<p><u>Sports Field</u></p> <p>b) Sport's Field Maintenance – The fence between Mollie Mins Lane and the Sports Field has been repaired. Cllrs were very grateful to the sports field volunteers for this and it was agreed to pay a contribution to the volunteer groundsmen upon receipt of an invoice. Cllr Nicholson to liaise with them. Action: JN</p> <p>c) Future of existing storage container – The purchase of a second hand storage container was agreed at a cost of £1,750 plus VAT including delivery. Clerk to enquire if contractor will take existing container away free of charge. Action: Clerk</p> <p>d) Lease of Scout hut land to KPC – This is in progress. Action: JN</p> <p><u>Play Areas at Sports Field and Roman Close</u></p> <p>e) Grass cutting at Roman Close – Agreed to use Muddy Spades to cut the grass at Roman Close at a cost of £50 plus VAT per cut. Clerk to notify contractor of start date in the Spring. Action: Clerk</p>
12	<p>Community Shop and Café <i>Cllr Nicholson left the room.</i></p> <p>Solicitor appointment for KPC sub-lease – Cllr Chacksfield spoke to Wellers Solicitors on Tuesday. Wellers sent a map to KPC which Cllr Chacksfield will amend and send back to them. There was a discussion regarding the first draft of the terms of the sub-lease of land for the shop. Cllr Enser said that the sub-lease should be subject to the support of the village as this provision was in the Heads of Terms previously agreed for the sub-lease. However, the Community Shop have said they can't apply for a grant without the lease being signed first. Cllr Enser also suggested some minor amendments to the draft text and requested that something be added to the sub-lease by solicitors for dealing with any future potential disagreements between the Village Hall and the Community Shop. Action: KC</p>
13	<p>Parish Services, Correspondence, Publicity: <i>Cllr Nicholson re-joined the meeting.</i></p> <p>a) Kirtlington Village News – Articles were submitted in the last Village News on Community Land Trusts, Planning Updates and the new hedge at Tinkers Ditch. Cllr Conway-Murray will write something on the Local Plan for the next edition .</p> <p>b) Website, Facebook, recent items posted – Several items were posted onto Facebook including tree works at the quarry, Community Land Trusts, hedge laying, Thames Valley Flood Scheme, Citizens Advice.</p>
14	<p>Planning:</p> <p>a) Monthly parish planning application report – <i>Cllr Nicholson left the room.</i> 24/02931/TCA Kirtlington Park. To remove four branches from oak tree overhanging Michaelmas Cottage. No objection from KPC. <i>Cllr Nicholson re-joined the meeting.</i></p> <p>24/03034/TPO 4 Pound Close. T1 (Walnut) - Dismantle the tree in sections in order to fell to ground level. Grind out the stump to sufficient depth to ensure it is completely removed so as to facilitate replacement planting - subject to TPO 13/1992. No objection from KPC but subject to conditions.</p> <p><i>Cllr Enser left the room.</i> 24/03056/F 6 Park Close. Erection of replacement dwelling (self-build). No objection from KPC. <i>Cllr Enser re-joined the meeting.</i></p> <p>24/02545/F 26 Gossway Fields. Removal of conservatory and construction of single storey extension to rear. No objection from KPC but subject to conditions.</p> <p>(See planning report on website for full update and previous applications).</p>

	<p>b) Solicitors request for Deed of Easement on South Green – Two members of the public spoke regarding a request for a Deed of Easement regarding right of access to a property on South Green to assist the sale of the property. Documents that KPC have received from the solicitors do not clearly explain why the buyer’s mortgage lender has an issue with the original conveyancing document that grants all residents of South Green equal rights. Only once KPC are clear on this can we look into amending the conveyance document. It was noted that another property on South Green has a Deed of Easement, however Cllr Enser pointed out that the circumstances for that property were different. Action: BE, Clerk</p> <p><i>Cllr Enser left the room.</i></p> <p>c) Orchard House Children’s Home – Cllr Conway-Murray gave an update and said that the children’s home started operating without planning permission because there were vulnerable children that urgently needed to be placed there and it was deemed likely that the planning permission would be granted. It is not now deemed necessary to write to Ofsted but the issue of parking was mentioned as staff are now parking by the Green as well as along Park Close.</p> <p><i>Cllr Enser re-joined the meeting.</i></p> <p>d) Mid-Cherwell Neighbourhood Plan (MCNP) Review - Categorisation has changed and Kirtlington has now been downgraded to category B in the new draft Local Plan. Community First have offered a free housing needs survey. Cllr Chacksfield, the Clerk and Helen Macbeth had an online meeting with them. The funding for this is available until March and includes a questionnaire for the village which KPC would help to deliver through doors and promote on the website, Facebook and in the Village News. All agreed to proceed with this. Action: KC</p> <p>e) 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. Cllr Conway-Murray offered to check the criteria for the different categories. Action: KC</p> <p>f) Cherwell District Council’s Local Plan – The Local Plan was covered earlier in the meeting. Cllr Enser mentioned the East Cherwell Rural Community Forum agenda that Cllr Simpson forwarded from District Cllr Jonathan Boyce and would like further information on what exactly this covers. The Clerk has asked Cllr Simpson for the previous minutes and will follow up. Action: Clerk</p>
15	<p>Finance:</p> <p>(a) Monthly receipts and payments – The Council approved the proposed and anticipated payments schedule.</p> <p>(b) Update: To note the Clerk’s annual pay increase as per the Local Government Services Pay Agreement 2024/25.</p>
16	<p>Dates for future KPC meetings - 14th January 2025</p>
17	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <ul style="list-style-type: none"> • Ongoing - Parish Council assets maintenance review, village website review.

The meeting closed at 8.30pm.

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