

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on 14th January 2025 at 6.30pm

Present: Cllrs Briony Enser (Chair), Kay Chacksfield (Vice Chair), James Nicholson,
Nick Fry
In Attendance: Joanne Broughton (Clerk), County and District Cllr Nigel Simpson, five
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 Enser as Chair and Cllr Chacksfield as Vice Chair until the next meeting.
2	Apologies for absence: Cllr David Richardson (Opened the meeting and left after item 1 due to prior commitment), Cllr Claire Rose, District Cllr Grace Conway-Murray.
3	Resignation: It was noted that Jan Harwell has resigned and the council thank her for all her work.
4	Declarations of interest: Cllr Nicholson (Item 12 – Community Shop).
5	Confirmation of minutes: The minutes of the meeting on 12 th December 2024 were signed as a true record.
6	District and County Councillor reports: Cllr Simpson gave an update with the main points below: (a) <u>Cherwell DC</u> <ul style="list-style-type: none">The Cherwell Local Plan consultation has been extended to 25th February 2025. (b) <u>Oxfordshire CC</u> <ul style="list-style-type: none">The County Council has written to Government asking to be considered for devolution as a Unitary Authority and also the option of a combined Mayoral Authority. This would replace the District and County Councils and Oxfordshire would be split into regions. Expecting a response from Government in March. <p>Cllr Fry informed Cllr Simpson that he has been waiting for a meeting with James Wright, Senior Highways Officer, since sending a list of highways action points to Kathryn Gash at OCC Highways Engagement Team nine months ago. Kathryn Gash, District Cllr Conway-Murray and Cllr Fry have been chasing with no response received. Cllr Fry will send Cllr Simpson the list of issues and he will follow up. Action: NF</p> <p>The Clerk asked if there was any further update on the allocation of S106 funds for Kirtlington. It was noted that Middleton Stoney have received S106 funds for traffic calming. Cllr Simpson will follow up with OCC Officers Jacqui Cox and Amanda Dodson to try and arrange a full team meeting in Kirtlington.</p> <p>The Clerk asked if there was an update on Orchard House and Cllr Simpson has not heard anything. He said that as the children are not from Oxfordshire they have very little control. The Director of Children’s Services Oxfordshire has been in contact with Coventry Council, which is responsible for placing the children in Kirtlington, to request they keep us updated.</p>
7	Public Participation: Three members of the public wished to discuss South Green and will discuss under item 13(e). Two members of the public are expected to arrive later in the meeting to discuss the Community Shop, therefore item 12 will be deferred until the end of the meeting.
8	Highways (including road safety and traffic calming) (a) KPC Traffic Advisory Committee – Cllr Fry will invite Cllr Rose to join the Traffic Advisory Committee and will arrange for the Committee to meet before the next KPC meeting. Action: NF (b) Temporary closure of Akeman Street – Akeman Street is being closed for the next three months to supply mains water to the Great Wolf development at Chesterton. The Clerk has

	<p>written to Thames Water regarding KPC's concerns about the potential effect on Kirtlington's mains water and sewers. Thames Water has responded that they are gathering information and will answer our letter shortly. Clerk to follow up. Action: Clerk</p>
9	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments, Community Orchard and Gravel Pit Field – Cllr Enser mentioned the Community Orchard Wassail to be held on 18th January. The Clerk will ask the tenant of Gravel Pit Field to cut back overgrown brambles that were noticed on a recent inspection. 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) Tree surgery recommendations - Cllr Chacksfield has emailed the Clerk the previous tree report. The Clerk will seek quotes based on previous recommendations to present at the next KPC meeting in February. Action: Clerk</p> <p>b) Hedge laying - Oxford Conservation Volunteers (OCV) have finished laying the hedge at Tinker's Ditch. Cllrs noted that OCV had done a good job and Cllr Enser advised that OCV might be interested in assisting with another hedge in the village in the future.</p> <p>c) New location for defibrillator - KPC can no longer install the new defibrillator at the Dashwood due to its closure and are considering new locations. Cllr Richardson will speak to the Oxford Arms as a possible alternative location and, failing that, Cllr Enser will speak to the school. Action: DR</p>
11	<p>Village Hall, Sports Field and Play Areas</p> <p><u>Village Hall</u></p> <p>a) Village Hall Management Committee Liaison - There has not been a meeting since the last KPC meeting. Cllr Enser will attend the next meeting which is on Monday 20th January. Action: BE</p> <p><u>Sports Field</u></p> <p>b) Sport's Field Maintenance - Cllr Nicholson to speak to volunteer groundsmen to thank them for their work on the fence between Mollie Mins Lane and the sports field and to clarify if any payment is to be made to them by KPC. Provision to be made in the accounts. Action: JN</p> <p>c) Quote for cutting back branches by storage container - A quote for £180 has been received and Cllr Nicholson will meet with the contractor to discuss the work quoted. It was also agreed to oversee the work while it is being carried out. Cllr Nicholson will investigate suspected fly tipping debris that has been left near the container. Action: JN</p> <p>A member of the public mentioned some trees on the sports field that back onto their garden and have recently lost branches. Cllr Nicholson will have a look and report back. Action: JN</p> <p>d) Lease of Scout hut land to KPC - Cllr Nicholson now has the draft lease and will send this to KPC to consider and for Cllrs Fry and Chacksfield to liaise with Wellers solicitors. Action: JN</p> <p><u>Play Areas at Sports Field and Roman Close</u></p> <p>e) Playsafety recommendations - Clerk to seek quotes based on Playsafety recommendations to present at the next meeting. Action: Clerk</p>
12	<p>Community Shop and Café: Item deferred until the end of the meeting as awaiting two members of the Community Shop Committee.</p>

13	<p>Parish Services, Correspondence, Publicity:</p> <ul style="list-style-type: none"> a) Kirtlington Village News – The Clerk will submit the planning updates and an article that Cllr Conway-Murray has sent about the Local Plan. b) Website, Facebook, recent items posted – Items posted on the village Website and Facebook page were the Akeman Street road closure notice regarding Thames Water’s Great Wolf works and CDC’s Local Plan Review Consultation. c) OALC Consultation – The Ministry for Housing, Communities and Local Government (MHCLG) has recently issued a consultation on local government standards, to which NALC will be responding. OALC has asked Parish Councils to complete a NALC survey in relation to this to help inform its response. The Clerk will complete this on behalf of KPC. Action: Clerk d) Letter to Thames Water – This was covered earlier in the meeting. e) Solicitor’s request for Deed of Easement on South Green – Two members of the public (the seller and their agent) attended. Cllr Enser advised that legal advice had been obtained on the available ways to update the existing equal rights of access for all South Green residents. The options were discussed and it was agreed that these were not acceptable and would not offer the applicants an appropriate remedy. KPC therefore agreed that a Deed of Easement that did not impact the existing rights of other residents would be considered. However, KPC would not be responsible for the fees, because this would only benefit the applicant, and not the other South Green residents. KPC would prepare terms for the Deed and instruct solicitors. If successful, it is hoped this could form a template should this matter arise again in the future. Action: BE
14	<p>Planning:</p> <ul style="list-style-type: none"> a) Monthly parish planning application report – 24/03331/TPO Trinity Lodge, Bletchington Road. Tree works to Walnut and Lime. No objection from KPC but subject to conditions. 24/03349/TCA Trinity Lodge, Bletchington Road. Tree works to Maple. No objection from KPC but subject to conditions. 24/03258/F 6 Gossway Fields. First floor side extension. No objection from KPC but subject to conditions. (See planning report on website for full update and previous applications). b) Mid-Cherwell Neighbourhood Plan (MCNP) Review – The MCNP has not currently been able to make a recommendation on housing allocations as they would prefer to conduct the Housing Needs Survey first. c) Community First Housing Needs Survey – An initial draft of the survey has been received from Community First and Cllr Chacksfield is working on this prior to putting it before the council for approval. Action: KC d) KPC response to CDC’s Local Plan Review – KPC need to respond to this by 25th February 2025. Clerk to send out the different areas of responsibility to councillors, copying in Helen Macbeth, for them to draft a response. Action: Clerk.
15	<p>Finance:</p> <ul style="list-style-type: none"> (a) Monthly receipts and payments – The Council approved the proposed and anticipated payments schedule.
16	<p>Dates for future KPC meetings: Tuesday 11th February Tuesday 11th March tbc Tuesday 15th April tbc</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. • Village Hall car park - Clerk to find out if S106 funds can be used for a Parish Council owned car park. Action: Clerk. There was a discussion regarding whether KPC could potentially charge for the use of the car park in the future. Future car park maintenance to be included in the budget for the next financial year. • Parking on South Green – It was noted that some vehicles are being parked on the Green during school drop off times. Cllr Enser will speak to the school. Action: BE • New councillor responsibilities – Clerk to suggest to Cllr Rose that she takes over Planning and PCSO Liaison. Action: Clerk • Proposed development between Kirtlington and Bletchingdon – A Bletchingdon resident emailed the Clerk with details of a proposed development. The Cherwell Local Plan Review puts forward plans to build 40+ houses to the north of Dutchy Fields with access onto the Kirtlington road, also known as Springwell Hill.
12	<p>Community Shop and Café (Item deferred until the end of the meeting) <i>Cllr Nicholson left the meeting.</i> KPC sub-lease – Cllr Fry gave an update. Wellers have indicated that it would be unfeasible to amend the draft sub-lease to include the provision that it is “subject to the support of the village” as it would be detrimental to the Community Shop in applying for grant contributions. Wellers’ advice was accepted and it was agreed that support of the village will be shown by the take up of the shares in the Community Shop when these are offered to the village. Questions regarding the superior lease and the relationship between the Community Shop and the existing Village Hall tenant were discussed and Cllr Enser will forward further details to Cllr Chacksfield to follow up with Wellers. Action: BE, KC, NF</p>

The meeting closed at 8.15pm.

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