

KIRTLINGTON PARISH COUNCIL MEETING

Village Hall, 1 South Green, Kirtlington, OX5 3HJ

Email: kirtlingtonclerk@gmail.com

To members of the council:

You are hereby summoned to attend a meeting of Kirtlington Parish Council on Monday 23rd June 2025 to be held at 6.30pm at Kirtlington Village Hall in the Main Hall, for the purpose of transacting the following business:

Joanne Broughton, Clerk to the Parish Council

Public and press are welcome to attend.

AGENDA

1	To elect Chair and Vice Chair
2	To note apologies for absence
3	To note councillor resignation
4	Variation of order of business
5	Declaration of interest in items on the agenda (if any)*
6	Update from County and District Councillors (if in attendance)
7	To confirm meeting minutes of 19th May 2025 and sign as a true record
8	Public Participation: A short period will at this stage be made available for members of the public to ask questions or submit comments about <u>local matters relating to the agenda</u> .
9	Highways (including road safety, place-making and traffic calming) : a) Update: Road safety/traffic calming. NF b) Update: FixMyStreet updates. Clerk c) Update: Complaint to OFWAT/CCW. Clerk
10	Parish Council-owned assets and community assets: a) Update: Allotments, Community Orchard, Gravel Pit Field. Clerk b) Update: Appropriation by residents of verges. Clerk
11	Maintenance (Parish Council and community assets): <i>Kirtlington Conservation Area and village centre (protection of public amenity and heritage, protection of central village area from vehicle erosion of public grassed areas at North and South Greens).</i> a) Update: Unauthorised mowing of The Pound. Clerk b) Update: Lamb Ale feedback. Clerk, All
12	Village Hall, Sports Field and Play Areas: Village Hall a) Update: Village Hall Management Committee liaison. Clerk b) To consider: Trees overhanging car park. Clerk, All c) To consider: Long term parking of vehicles in car park. Clerk, All Sports Field d) Update: Maintenance and liaison with volunteer groundsmen – football goals. JN, DR e) Update: Lease of Scout hut land to KPC and right of way claim. KC, JN f) To consider: Long term maintenance of Scout hut land and additional skip hire. JN g) Update: Traverse wall. Clerk, JN, DR

	<p>Play areas (Roman Close/Sports Field) h) Update: Inspection and Maintenance - Play bark, grass cutting of Roman Close. DR, JN</p>
13	<p>Community Shop and Café: a) Update and for possible consideration: Underlease for Community Shop. KC</p>
14	<p>Parish Services, Correspondence, Publicity: a) Update: Annual Parish meeting. Clerk b) Update: Website, Facebook, Village News. Clerk c) To consider: CCTV options for Mill Lane and Crowcastle Lane. All d) For information: Letter from resident regarding traffic through Kirtlington. Clerk</p>
15	<p>Planning: a) To consider: Monthly parish planning application report. Clerk, All b) Update: Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation. KC</p>
16	<p>Finance: a) To consider: Monthly receipts and payments schedule. Clerk, Finance Committee, All b) To receive and note: Annual Internal Audit Report 24/25. Finance Committee, Clerk c) To agree and sign: Section 1 Annual Governance Statement 24/25. Finance Committee, Clerk d) To receive and sign: Section 2 Accounting Statements 24/25. Finance Committee, Clerk e) To note: The dates for the Exercise of Public Rights notice. Finance Committee, Clerk f) To consider and approve: Insurance quote for 2025-26. Finance Sub Committee, Clerk</p>
17	<p>Councillor Responsibilities: a) To consider: Responsibilities following councillor resignation. Clerk, All</p>
18	<p>Dates for future KPC meetings a) To Consider: Setting the meeting dates for the 2025/26 year. Clerk, All</p>
19	<p>Other matters for information not elsewhere on the agenda (not for debate/decision) and items for future agendas: Items for future agendas Ongoing: Parish Council assets maintenance review; village website review.</p>

*If Members declare a Disclosable Pecuniary Interest they must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item). Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items, before leaving the meeting, shall do prior to the item in question.

AC – Amanda Carpenter
CR – Claire Rose
DR – David Richardson
JN – James Nicholson
KC – Kay Chacksfield
NF – Nick Fry