

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Main Hall)
on 23rd June 2025 at 6.30pm

Present: Cllrs Kay Chacksfield (Chair), James Nicholson (Vice-Chair), David Richardson, Claire Rose
In Attendance: Joanne Broughton (Clerk), District Cllr Nigel Simpson, District Cllr Grace Conway-Murray, County Cllr Will Boucher-Giles, 3 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 Chacksfield as Chair and Cllr Nicholson as Vice-Chair until the next meeting.
2	Apologies for absence: The following apologies were accepted – Cllrs Nick Fry, Amanda Carpenter
3	Councillor resignation: It was noted that Briony Enser has resigned as a parish councillor and the council thank her for all her hard work.
4	Variation of order of business: Police officer present – Introduce after item 6.
5	Declarations of interest: Cllr Nicholson – Jersey Cottages, Community Shop, Scout hut area.
6	District and County Councillor reports: District Cllrs Conway-Murray and Simpson gave a brief update with the main points being: <ul style="list-style-type: none"> • The Local Plan will go before full council this summer. • There are three proposals for devolution and WODC’s preferred option is a combined council. All proposals will be put forward and the Government will make the final decision. Consultation events are being held across the county. • The football stadium decision has been deferred to 31st July following the end of the consultation on 5th July.
7	Thames Valley Police – PC Freya Browne attended the meeting on behalf of PC Craig Naylor. PC Browne is new to the neighbourhood but is aware of issues with drug dealing at the quarry and anti-social behaviour at the village hall. Cllr Chacksfield raised the issue of an abandoned car at the bottom of Mill Lane which PC Naylor is aware of. PC Browne has previously spoken to the owner and will follow this up. PC Browne confirmed to Cllr Simpson that the quarry is still on the neighbourhood patrol route. Cllr Simpson asked if there are any new starters following the expansion of the neighbourhood team and PC Browne advised that one new officer has started recently. Cllr Chacksfield asked if there is any update on action taken against the perpetrators of the village hall break in. PC Browne will ask PC Naylor to send an update. Clerk to follow up. Action: Clerk.
8	Confirmation of minutes: The minutes of the meeting on 19 th May 2025 will be signed at the next KPC meeting.
9	Public Participation: Members of the public were advised that they may speak for a maximum of three minutes each.
10	Highways (including road safety and traffic calming): a) Road safety/traffic calming – Cllr Conway-Murray will follow up with Cllr Fry regarding a map that was circulated and is to be marked up with preferred traffic calming options. Action: GCW, NF b) FixMyStreet – The broken signs have been fixed and brambles have been cut back on Oxford Road. The damaged safety bollards are still outstanding and the Clerk will follow this up. Action: Clerk. The Clerk has spoken to FixMyStreet Super User Andrew Banks who has no issues to report. c) Thames Water Complaint – The Consumer Council for Water (CCW) have responded to KPC’s complaint regarding Thames Water’s responses to KPC’s questions about Thames Water supplying mains water from Kirtlington to the Great Wolf resort.

	<p>CCW are not going to take any further action and have advised that residents should contact CCW individually if they notice any adverse effects once the work has taken place. KPC will not take any further action at present.</p>
11	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments, Community Orchard, Gravel Pit Field – The Clerk provided an update based on handover notes from Briony Enser who has now resigned. Oxford Conservation Volunteers (OCV) have agreed to meet with some of the allotment holders on 17th July to look at the hedge between the allotments and Crowcastle Lane in preparation for laying a new hedge in the Autumn. There is no update on Gravel Pit Field or the Community Orchard.</p> <p>b) Appropriation of verges – Clerk to send letters to two householders on South Green who have previously been written to. Clerk to also circulate a general leaflet to residents along Crowcastle Lane and Heyford Road up to the park turn and post the leaflet on the village website. Action: Clerk.</p>
12	<p>Maintenance (Parish Council and community assets):</p> <p>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) Unauthorised mowing of the Pound – The Clerk has written to the resident to inform them that KPC will not reseed the grass and to request they take a photo to send to the Clerk if they see any unauthorised person mowing the Pound. Mark Greenslade at Greenscape is the only person authorised by KPC to cut it.</p> <p>b) Lamb Ale feedback– Cllr Nicholson attended the Lamb Ale Feast and thought it was a great success. There was a discussion about the lack of a funfair due to the provider cancelling and the Clerk being unable to find a replacement at short notice. It was agreed that the Clerk would have one last try to find a new provider for next year. Action: Clerk.</p>
13	<p>Village Hall, Sports Field and Play Areas</p> <p><u>Village Hall</u></p> <p>a) Village Hall Management Committee Liaison – The Clerk provided an update based on handover notes from Briony Enser.</p> <ul style="list-style-type: none"> • The village fete will be held on Saturday 28th June. • The CCTV system at the village hall is being installed on 24th June. Once installed, Safeguard will need to show a councillor how to use the system. • Briony Enser collected the straightforward archive documents from the previous Clerk and put these in the new archive cabinet in the Oak room at the village hall. The Clerk will meet with the previous Clerk soon to discuss the remaining archiving. <p>b) Trees overhanging car park – A member of the public previously raised concerns about trees possibly blocking access to large vehicles in the car park. The Clerk will contact Tony Brett from the Fete Committee to enquire if the trees are causing an issue. Action: Clerk.</p> <p>c) Long-term parking of vehicles in car park – The Village Hall Management Committee are concerned about several non-SORN vehicles that have been parked in the village hall car park on a long-term basis. They have requested that KPC write to the owner to request their removal as the car park often reaches capacity at busy periods. Agreed: KPC agreed that all users of the car park should be treated equally. The Clerk will write to the owner to request that these vehicles are parked elsewhere. Action: Clerk.</p> <p><u>Sports Field</u></p> <p>d) Maintenance and liaison with volunteer Groundsmen – Cllrs Richardson and Nicholson have arranged a meeting with the volunteer groundsmen to discuss the goalposts. Action: DR, JN.</p> <p>e) Lease of Scout hut land - Cllr Nicholson raised the issue of maintenance of a wall adjoining a neighbouring house which he believes is KPC's responsibility. He will raise this with the solicitors. Action: JN.</p> <p>f) Long term maintenance of Scout hut land and additional skip hire – The volunteer groundsmen have recently cut the grass and it was agreed to hire an additional skip for the rest of the area to be cleared</p>

	<p>up to the gate. Action: Clerk. Cllr Richardson requested that an existing memorial is maintained. Discussed adding mowing of the area to Greenscapes schedule on a fortnightly basis. Helen Macbeth said that Southend neighbours may have an idea of how to manage the Scout hut land and it was agreed that she will bring a proposal to the next KPC meeting.</p> <p>g) Traverse Wall – The Clerk confirmed that the insurance company do not have an issue with the proposed traverse wall. The Clerk has spoken to Barry Grinham who is progressing this with the supplier and who confirmed that the Fete Committee have pledged funds towards this.</p> <p><u>Play Areas at Sports Field and Roman Close</u></p> <p>h) Inspection and Maintenance – The Clerk has ordered 12 bags of play bark for the village hall play area which will be delivered on Friday 11th July. Clerk to ask for volunteers on village Facebook page and put a request for volunteers sign on the gate to the play area a few days before it's delivered. Action: Clerk. Cllr Nicholson has inspected the grass at Roman Close play area and advised that it doesn't require cutting.</p>
14	<p>Community Shop and Café:</p> <p>a) Community Shop Documents – The Underlease, Rent Deposit Deed and Licence for Alterations were formally agreed by KPC and signed in the presence of the Clerk. Cllr Chacksfield will return them to Wellers. Action: KC.</p>
15	<p>Parish Services, Correspondence, Publicity:</p> <p>a) Annual Parish Meeting – The Clerk advised that the meeting was held on 22nd May and all reports from the various groups are now on the website.</p> <p>b) Website, Facebook, Village News – The Clerk advised on the following:</p> <ul style="list-style-type: none"> • Facebook – The usual traffic reports were posted. Clerk to advise that the reports from the Annual Parish Meeting are on the website and to remind people to log concerns of anti-social behaviour on the police website. Action: Clerk. • Village News – Deadline approaching and Cllrs to consider anything they would like to submit. <p>c) CCTV options for Mill Lane and Crowcastle Lane – Discussion regarding the three options that Safeguard provided for CCTV. None of these are ideal and the Clerk will arrange another meeting to discuss other options. Action: Clerk, KC, CR.</p> <p>d) Letter from resident – A letter was received from a resident concerning their views on traffic through Kirtlington which has also been sent to MP Calum Miller. It was agreed to forward the letter to James Wright and Billy Evans at OCC with the resident's consent. Action: Clerk.</p>
16	<p>Planning: (See planning report on website for full update and previous applications).</p> <p>a) Monthly parish planning application report:</p> <p>25/01194/F Formation of parking area (retrospective). Erection of commercial storage building. Park Farm, Akeman Street. No comments.</p> <p>25/01174/TPO T21 Scots Pine - in terminal decline/dead. Fell to near ground level - subject to TPO 16/1998. 3 Akeman Spinney, Heyford Road. No objection with comments.</p> <p>25/01413/TCA Cockspur Thorn – Remove tree Reason: The tree is in decline and in a poor condition. Affected by the fungus Fomes fomentarius. Foxtownsend Farmhouse, Heyford Road. No objection.</p> <p>25/01391/TCA Beech (H1) x 9 growing similarly to a hedge row - Reduce the height to around 8m above the immediate ground level and cut back the southerly side growing into the pub garden by up to around 3m. The neighbours overhanging branches have been significantly cut back already leaving over extended branches and an imbalanced tree line/hedge row. Oxford Arms, Troy Lane. No objection.</p>

	<p>25/01060/F Two storey side extension; enlargement of existing porch and single storey extension to front. 10 Bletchingdon Road. Objection with detailed response.</p> <p>25/01315/TCA Amended 16.06.2025 T1 - Japanese Zelkova - marked blue on map. Tree to be Felled: This tree has been planted very close to the property, in an unstable dry wall raised bed. This bed is now collapsing because of the expanding roots and the adjacent wall is showing signs of damage. The tree has large codominant stems from the base, which have a very tight union, typical of the species. As the applicant agent I have advised this application include permission to fell the tree, as its current location is not supportive of long term stability. The property owner has indicated they would like to replant the same species or a native to replace, in a more suitable location away from the neighbours wall, property and raised beds. Long Kensome, South Green. No objection.</p> <p>b) Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation – Agreed: KPC are formally in support of the response drafted by the site assessment team. The next MCNP meeting is on 2nd July.</p>
17	<p>Finance:</p> <p>a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.</p> <p>b) <u>Internal Audit 2024-25</u> was approved.</p> <p>c) <u>Annual Governance Statement 2024-25</u> was agreed and signed.</p> <p>d) <u>Accounting Statements 2024-25</u> were approved and signed.</p> <p>e) <u>The period for the Exercise of Public Rights</u> is 25th June 2025 to 6th August 2025 and the notice will be published on the website. Action: Clerk.</p> <p>f) Insurance quote from Clear Insurance Management Ltd for 2025-26 – The quote for £795.22 was agreed.</p>
18	<p>Parish Council Responsibilities:</p> <p>a) Responsibilities following councillor resignation – Cllr Carpenter is responsible for Village Hall liaison and the Clerk will check if she is content to attend the Village Hall Committee meetings. Cllr Rose is the school liaison. Cllr Chacksfield is responsible for liaising with the Allotments Association and the Clerk will forward their details. Cllr Chacksfield is also responsible for Gravel Pit Field and the Community Orchard. Action: Clerk.</p>
19	<p>Dates for future KPC meetings:</p> <p>a) Setting the meeting dates for the 2025/26 year – It was agreed to set the meeting dates for the third Tuesday or Wednesday of every month, apart from in August when there is no meeting. Clerk to liaise with Cllrs Fry and Carpenter on their preferred day. Action: Clerk.</p>
20	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <ul style="list-style-type: none"> • Request received to take samples from pond to test for Great Crested Newts. Clerk to send request to KWACS. Action: Clerk. • Request received from resident for grass to be cut outside their house on North Green. Clerk to respond that KPC will not be altering the current grass cutting arrangements. Action: Clerk. • Cllr Richardson volunteered to put the Agendas and Minutes on the noticeboards going forward. • Cllr Rose will liaise with the WI regarding sign cleaning. Action: CR. <p>Items for future agendas – Proposal from Southend neighbours for use of Scout Hut land. Ongoing - Parish Council assets maintenance review, village website review. Clerk to check with Alex Charlesworth if he is still responsible for updating the website or if this is for the Clerk to do. Action: Clerk.</p>

The meeting closed at 8pm

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